



# User Manual

## [Advanced Operations]

The essentials of Imaging

# Di2010f/Di2510f/Di3010f/Di3510f



# 1

## Read First

- Introduction
- Safety Information
- Precautions
- Auxiliary Functions
- Utility Mode Operations
- Configuring the Utilities and Fax
- Reports and Lists
- Administrator Management Operations
- Settings and FAX Items for the Administrator
- Appendix

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Read “Basic Operations” and “Fax Operations” for all other items.

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## Basic Operations

For details on the following topics, refer to the “Basic Operations” volume of this User Manual.

- 1 Introduction**
- 2 Available Features**
- 3 Before Making Copies**
- 4 Basic Copy Operations**
- 5 Copy Paper**
- 6 Original Documents**
- 7 Specifying Copy Settings**
- 8 Touch Panel Messages**
- 9 Troubleshooting**
- 10 Index**

## Fax Operations

Read the User Manual: Fax Operations for the following items.

- 1 Before Using**
- 2 Basic Transmission**
- 3 Basic Reception**
- 4 Using as a Telephone**
- 5 Verification of Results**
- 6 Transmitting Various Faxes**
- 7 Receiving Various Faxes**
- 8 Using the Document Functions**
- 9 Appendix**
- 10 Index**



---

# *Introduction*

---

# 1

## 1.1 About This Manual

The User Manual for this product is made up of three sections: “Basic Operations”, “Advanced Operations”, and “Fax Operations”.

“User Manual: Basic Operations, Fax Operations” can be read as needed during use.

Be sure to read the “User Manual: Advanced Operations” before using this product as it contains cautionary items on use.

Be sure to keep this manual after reading. It will be useful should there be anything you do not understand during use, or if a problem arises.

- User Manual: Basic Operations
  - Here, we will explain the basic methods of operation, precautions for using this product and operation of the copy functions. Read “Basic Operations” if you wish to use this machine.
- User Manual: Advanced Operations
  - Here we will describe the precautions prior to use, the operation of the application functions, the functions used by administrators (utilities, administrator mode), troubleshooting, specifications, etc.
- User Manual: Fax Operations
  - Here we will explain the operation of the fax functions.
  - Read “Fax Operations” when using the fax function.

## 1.2 Explanation of Manual Conventions

The marks and text formats used in this manual are described below.



### WARNING

**Failure to observe instructions highlighted in this manner may result in fatal or critical injuries.**

→ Observe all warnings in order to ensure safe use of this machine.



### CAUTION

**Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.**

→ Observe all cautions in order to ensure safe use of this machine.



### Note\*

(\*May also appear as “Important” or “Tip”)

*Text highlighted in this manner contains useful information and tips to ensure safe use of this machine.*

**1** The number 1 as formatted here indicates the first step of a sequence of actions.

**2** Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

**?** *Text formatted in this style provides additional assistance.*

→ Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows what operations must be performed.

[Copy] key

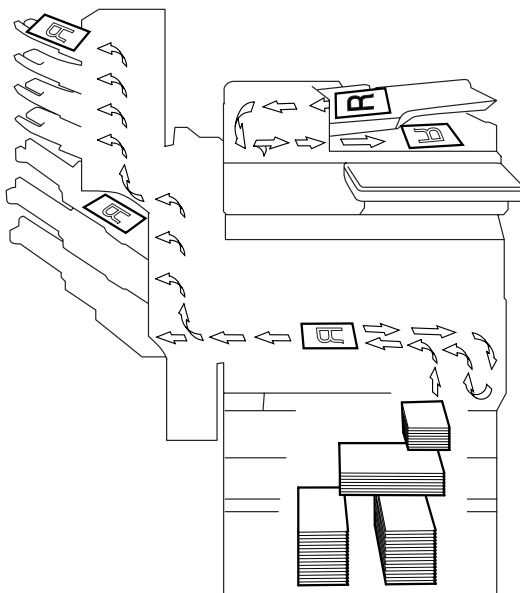
The names of keys on the control panel are written as shown above.

## 1.3 Explanation of Basic Concepts and Symbols

The use of words and symbols in this manual are explained below.

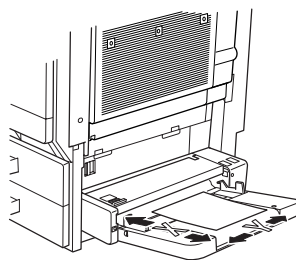
### Paper Feeding

During printing, paper is supplied from the right side of the machine and fed into the output tray on top or the output option at the left with the printed surface of the page facing down. The paper feed direction is shown by the arrows in the diagram below.




## “Width” and “Length”

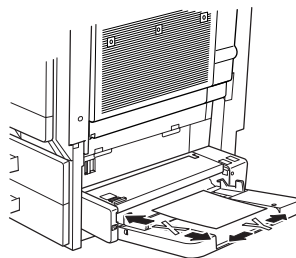
Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as “Y” in the illustration) and the second to the length (shown as “X”).




## Paper Orientation

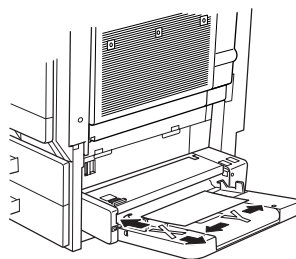
Lengthwise (  )

If the width (Y) of the paper is shorter than the length (X), the paper has a vertical or portrait orientation, indicated by either “L” or .



Crosswise (  )

If the width (Y) of the paper is longer than the length (X), the paper has a horizontal or landscape orientation, indicated by either “C” or .



## Portrait and Landscape

Portrait



With the “portrait” orientation, the paper is vertical, like a portrait.

Landscape



With the “landscape” orientation, the paper is horizontal, like a landscape.



**Display Icons**

Plain paper



Thick paper



Overhead projector transparencies



Envelope

**Paper Supply Icons**

The icons shown below may appear, indicating that no more paper remains.

The paper is empty.



## 1.4 Energy Star®



As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

### What is an ENERGY STAR® Product?

An ENERGY STAR® product has a special feature that allows it to automatically switch to a “low-power mode” after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

## 1.5 Recycled Paper (USA market only)

Your Minolta machine has been designed to use the following Recycled Paper.

Minolta Recycled Bond: Item No. 8925 701

20% Post Consumer Waste



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# ***Safety Information***

---

# **2**



This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the next section before using this device. It contains important information related to user safety and preventing equipment problems.

Make sure you observe all of the precautions listed in this manual.

- \* Ver06  
Please note that some parts of the contents of this section may not correspond with the purchased product.

## 2.1 Warning and Precaution Symbols

 <b>WARNING:</b>	Ignoring this warning could cause serious injury or even death.
 <b>CAUTION:</b>	Ignoring this caution could cause injury or damage to property.

## 2.2 Meaning of Symbols



A triangle indicates a danger against which you should take precaution.



This symbol warns against cause burns.



A diagonal line indicates a prohibited course of action.



This symbol warns against dismantling the device.











A black circle indicates an imperative course of action.



This symbol indicates you must unplug the device.

# **WARNING**

	<ul style="list-style-type: none"> <li>Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.</li> <li>Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.</li> </ul>
	<ul style="list-style-type: none"> <li>Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.</li> <li>Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.</li> <li>Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.</li> <li>Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock.</li> </ul>
	Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
	Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.
	<ul style="list-style-type: none"> <li>Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.</li> <li>Do not use an extension cord, in principle. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.</li> </ul>
	Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.
	<ul style="list-style-type: none"> <li>Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.</li> <li>Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.</li> </ul>
	Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.



Connect the power cord to an electrical outlet that is equipped with a grounding terminal.

## ⚠ CAUTION



- Do not use flammable sprays, liquids, or gases near this product, as a fire could result.
- Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.
- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.
- Do not install this product at a site that is exposed to direct sunlight, or near an air conditioner or heating apparatus. The resultant temperature changes inside the product could cause a malfunction, fire, or electrical shock.
- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.
- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.
- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.
- Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.



The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "CAUTION HOT" caution label.



Do not place any objects around the power plug as the power plug may be difficult to pull out when an emergency occurs.



The socket-outlet shall be installed near the machine and shall be easily accessible as the power plug may be difficult to pull out when an emergency occurs.



- Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.
- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.
- When moving this product, always hold it by the locations specified in the User manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.
- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.
- When unplugging the power cord, be sure to hold onto the plug. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.

## 2.3 Precautions for Routine Use

	<ul style="list-style-type: none"> <li>Do not store toner units, PC drum units, and other supplies and consumables in a place subject to direct sunlight and high temperature and humidity, as poor image quality and malfunction could result.</li> <li>Do not attempt to replace the toner unit and PC drum unit in a place exposed to direct sunlight. If the PC drum is exposed to intense light, poor image quality could result.</li> <li>Do not unpack a toner unit or PC drum unit until the very time of use. Do not leave an unpacked unit standing. Install it immediately or poor image quality could result.</li> <li>Do not keep toner units and PC drum units in an upright position or upside down, as poor image quality could result.</li> <li>Do not throw or drop a toner unit or PC drum unit as poor image quality could result.</li> <li>Do not use this product in an area where ammonia or other gases or chemicals are present. Failure to do so may shorten the service life of the product, cause damage or decrease performance.</li> <li>Do not use this product in an environment with a temperature outside the range specified in the User manual, as a breakdown or malfunction could result.</li> <li>Do not attempt to feed stapled paper, carbon paper or aluminum foil through this product, as a malfunction or fire could result.</li> </ul>
	Do not touch or scratch the surface of the toner unit developing roller and the PC drum, as poor image quality could result.
	Use the supplies and consumables recommended by the dealer. Use of any supply or consumable not recommended could result in poor image quality and breakdown.

## 2.4 Miscellaneous

	<ul style="list-style-type: none"> <li>Do not rest your weight on the control panel, as a malfunction could result.</li> <li>Normal international communications may at times not be possible depending on line conditions.</li> <li>If tap or well water is used in a humidifier, impurities in the water are discharged into the air and may be deposited inside the printer, resulting in poor image quality. It is recommended that pure water that does not contain any impurities be used in the humidifier.</li> <li>The cooling fan may be activated automatically, but this suggests no problems.</li> <li>Ni-MH (Nickel Metal Hydride) Batteries are installed inside machine as back up memory batteries. Please dispose according to local, state and federal regulations.</li> </ul>
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## 2.5 USER INSTRUCTIONS

### FCC Part 68 – Telecommunication Devices

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format US:1QWFA00BDI10. If requested, this number must be provided to the telephone company.

#### **This equipment uses THE FOLLOWING USOC JACKS: RJ11C.**

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: 1QWFA00BDI10. The digits represented by 00 are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If your telephone equipment causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice isn't practical, you will be notified as soon as possible. You will be advised of your right to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so as to give you an opportunity to maintain uninterrupted service.

#### **If you experience trouble with this equipment, please contact:**

**Minolta Corporation**  
**101 Williams Drive Ramsey.**  
**New Jersey 07446**  
**U.S.A.**

The telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. (Contact your state public utility commission or corporation commission for information.)

#### **Customer Information For Privately Owned Coin Phones**

To comply with state tariffs, the telephone company must be given notification prior to connection.

In some states, prior approval of connection must be obtained from the state Public Utility Commission, Public Service Commission or state Corporation Commission.

### Telephone Hand-set (Optional)

If a telephone set is to be used with this product, it meets FCC Part 68 for Hearing Aid Compatibility.

### Warning For The Setting Of Header And Footer

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the following steps. (Refer to p. 9-9 and p. 9-10.)

### IC CS-03-Telecommunication Devices

#### NOTICE:

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

#### CAUTION:

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

#### NOTICE:

The **Ringer Equivalence Number (REN)** for this terminal equipment is 0.0. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Number of all the devices does not exceed five.

**If you experience trouble with this equipment, please contact:**

**Minolta Business Equipment (Canada), Ltd.**  
**369 Britannia Road E.**  
**Mississauga, Ontario L4Z 2H5**  
**Tel: (905) 890-6600**

## 2.6 Laser Safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product: This means the machine does not produce hazardous laser radiation.

### Internal Laser Radiation

Maximum Average Radiation Power: 28.9  $\mu$ W at the laser aperture of the print head unit.

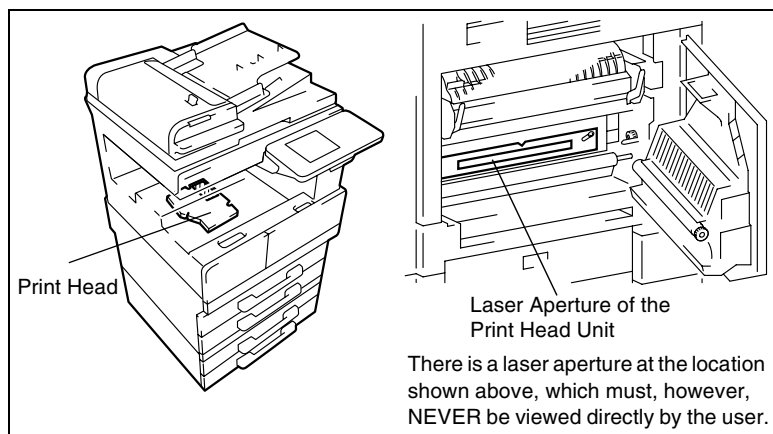
Wavelength: 770-795 nm

This product employs a Class 3b laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

Therefore, the print head unit should not be opened under any circumstances.



### CDRH Regulation

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 2-11 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

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#### CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770-795 nm.

### For European Users

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#### CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5mW and the wavelength is 770-795 nm.

### For Denmark Users

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#### ADVARSEL

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 5mW og bølgelængden er 770-795 nm.

### For Finland, Sweden Users

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LOUKAN 1 LASERLAITE  
KLASS 1 LASER APPARAT

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**VAROITUS!**

Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 5mW ja aallonpituus on 770-795 nm.

---

**WARNING!**

Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 5mW och våglängden är 770-795 nm.

---

**VARO!**

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

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**WARNING!**

Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

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**For Norway Users**

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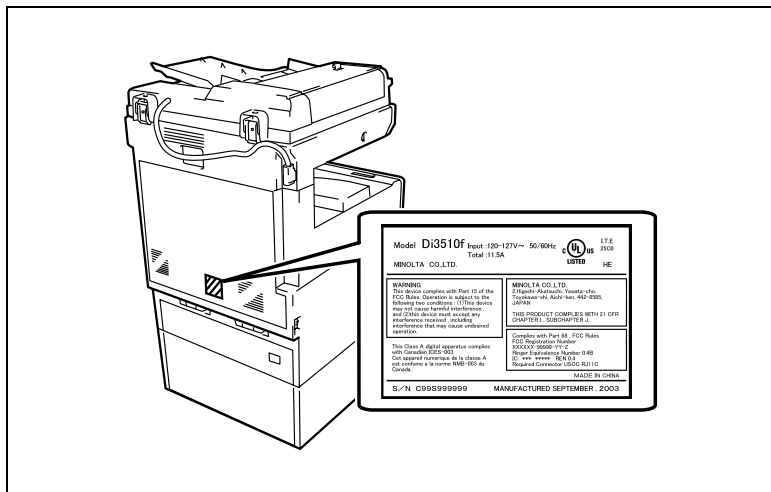
**ADVERSEL**

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for usynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdioder er 5mW og bølgelengde er 770-795 nm.

## Laser Safety Label

A laser safety label is attached to the outside of the machine as shown below.



## Ozone Release



## CAUTION

## Locate the Machine in a Well Ventilated Room

→ A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room well ventilated.

### REMARQUE

= Placer l'appareil dans une pièce largement ventilée =

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

## Acoustic Noise

For European Users

Machine Noise Regulation 3 GSGV, 18.01.1991 : The sound pressure level at the operator position according to EN 27779 is equal to or less than 70dB(A).

## Notice for Ni-MH Batteries

Ni-MH (Nickel Metal Hydride) Batteries are installed inside machine as back up memory batteries. Please dispose according to local, state and federal regulations.

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# *Precautions*

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# 3



## 3.1 Installation Precautions

### Installation Site

To ensure utmost safety and prevent possible malfunctions, install this machine in a location that meets the following requirements.

- A location away from curtains, etc. that may catch fire and burn easily
- A location that is not exposed to water or other liquids
- A location free from direct sunlight
- A location out of the direct airflow of an air conditioner or heater, and not exposed to extremely high or low temperatures
- A well-ventilated location
- A location that is not exposed to high humidity
- A location that is not extremely dusty
- A location not subjected to undue vibrations
- A stable and level location
- A location where ammonia or other organic gases are not generated
- A location that does not put the operator in the direct airflow of exhaust from this machine
- A location that is not near any kind of heating devices

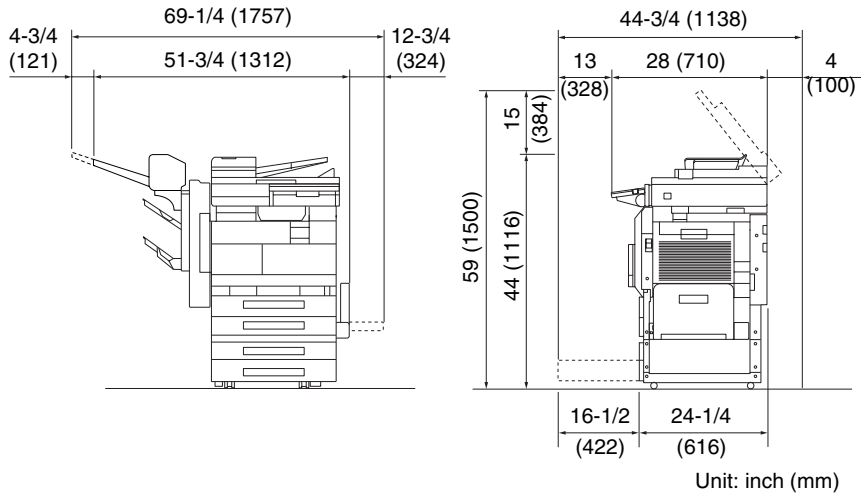
### Power Source

The power source requirements are as follows.

- Voltage fluctuation: Maximum  $\pm 10\%$  (127 V: +6%, -10%)
- Frequency fluctuation: Maximum  $\pm 3$  Hz
  - Use a power source with as little voltage or frequency fluctuations as possible.

Space Requirements

To ensure easy machine operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below.



Note

Be sure to allow a clearance of 4 in. (100 mm) or more at the back of this machine for the ventilation duct.

## 3.2 Operation Precautions

### Operating environment

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 59°F (15°C) to 95°F (35°C) with fluctuations of no more than 18°F (10°C) within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

### Proper use

To ensure the optimum performance of the machine, follow the precautions listed below.

- Never place heavy objects on the original glass or subject it to shocks.
- Never open any machine doors or turn off the machine while it is making copies; otherwise, a paper jam will occur.
- Never bring any magnetized object or use flammable sprays or liquids near this machine.
- + Always make sure that the power plug is completely plugged into the electrical outlet.
- Always make sure that the machine's power plug is visible and not hidden by the machine.
- + Always unplug the machine from the electrical outlet if the unit is not to be used for a long period of time.
- + Always provide good ventilation when making a large number of continuous copies.

**CAUTION**

**If the ventilation duct at the top of the machine becomes blocked, the inside of the machine will accumulate heat, resulting in a malfunction or fire.**

- Do not place any objects over the ventilation duct.

**CAUTION**

**The area around the fusing unit is extremely hot.**

- Be careful not to touch any parts around the fusing unit, other than those indicated in this manual, in order to reduce the risk of burns. Be especially careful not to touch parts marked with warning labels, and their surrounding areas.
- If you get burnt, immediately cool the skin under cold water, and then seek professional medical advice.

**Transporting the machine**

If you need to transport the machine over a long distance, consult your technical representative.

**Care of machine supplies**

Use the following precautions when handling the machine supplies (toner cartridge, paper, etc.).

- + Store the supplies in a location that meets the following requirements.
  - Free from direct sunlight
  - Away from any heating apparatus
  - Not subjected to high humidity
  - Not extremely dusty
- + Store in a sealed plastic bag in a cool, dark place paper that has been removed from its wrapper but not loaded into the machine.
- Only use toner that has been manufactured specifically for this machine. Never use other types of toner.
- Keep all supplies out of the reach of children.

**CAUTION****Precautions for handling toner:**

- Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- If your hands become soiled with toner, immediately wash them with soap and water.
- If toner gets in your eyes, immediately flush them with water, and then seek professional medical advice.

**Storage of copies**

- + Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.

### 3.3 Legal Restrictions on Copying

Certain types of documents must never be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

#### <Financial Instruments>

- Personal checks
- Travelers checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

#### <Legal Documents>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

#### <General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.



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# ***Auxiliary Functions***

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# 4



This chapter contains descriptions on making copies using the Auxiliary functions.

## 4.1 “Cover Mode” Function

### Adding Cover Pages

When two or more sheets are being copied, cover pages using paper other than the document paper can be added.



#### Note

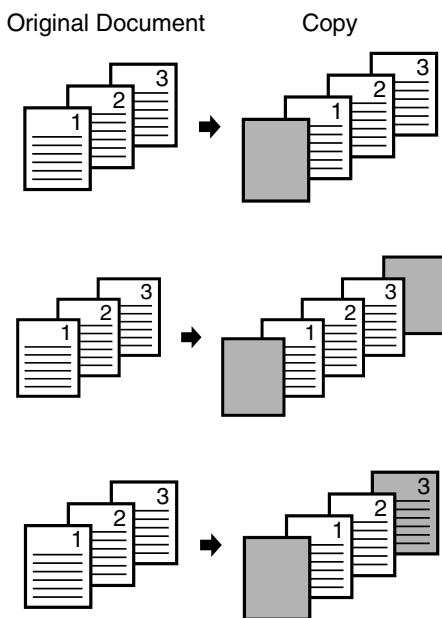
*Load the paper for the cover pages into a paper drawer different than the drawer that contains the paper for the document.*

*Load paper for the cover pages with the same orientation and size as the paper for the document.*

*The optional duplexing document feeder must be installed.*

#### Cover Mode settings

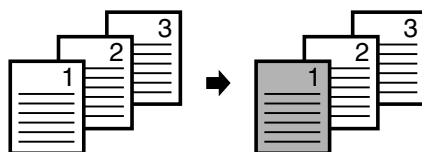
- Front Cover: Blank  
Back Cover: None
- Front Cover: Blank  
Back Cover: Blank
- Front Cover: Blank  
Back Cover: With Image



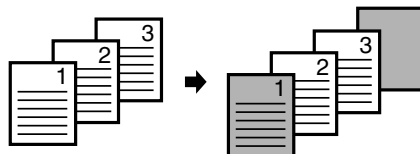
- Front Cover: With Image  
Back Cover: None

Original Document

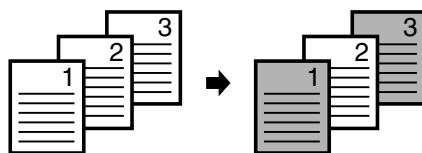
Copy



- Front Cover: With Image  
Back Cover: Blank

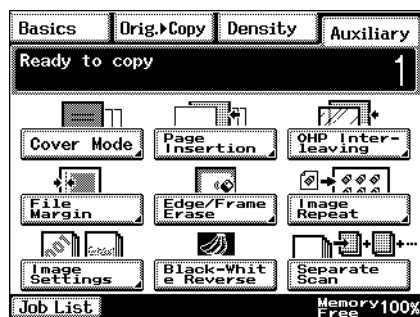


- Front Cover: With Image  
Back Cover: With Image

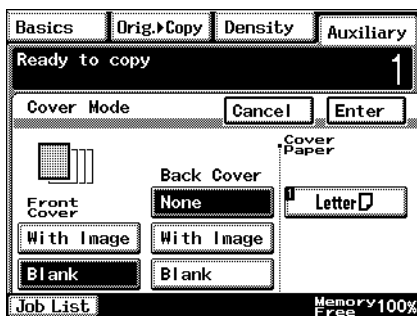


### To make settings for the “Cover Mode” function

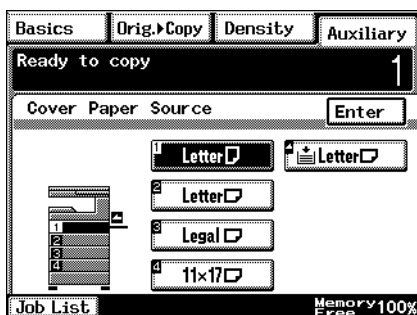
- 1 Load the document into the duplexing document feeder.
- 2 Press the [Copy] key.
- 3 Touch [Auxiliary], and then touch [Cover Mode].



- 4 Select the desired Front Cover and Back Cover settings, and then touch the button below “Cover Paper”.



- 5 Select the paper drawer that contains the paper for the cover pages, and then touch [Enter].



- 6 Touch [Enter].
- If [Cancel] is touched, the setting is cancelled.
- 7 Press the [Start] key.
- The copies are printed.

## 4.2 “Page Insertion” Function

### Inserting Pages (Interleaves) Between Copies

When two or more sheets are being copied, paper (interleaves) other than the document paper can be inserted.



#### Tip

*At the locations where you wish to insert interleaves, insert paper with a different orientation or size as the paper for the original, and then load the document into the duplexing document feeder.*

*Load the paper for the interleaves into a paper drawer different than the drawer that contains the paper for the document.*

*Load paper for the interleaves with the same orientation and size as the paper for the document.*

*This function can be used together with the “Cover Mode” function.*

*This function cannot be used together with booklet-printing and mixed original sizes.*

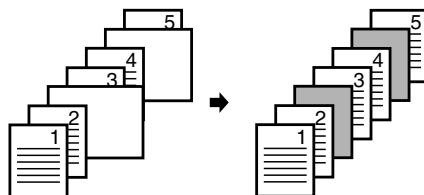


#### Note

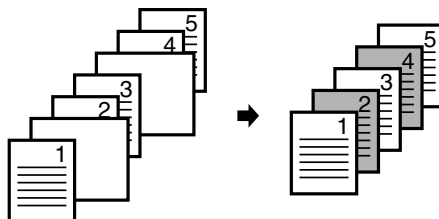
*The optional duplexing document feeder must be installed.*

Paper Insertion settings

- Blank

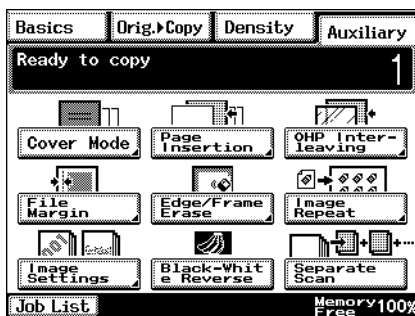


- With Image

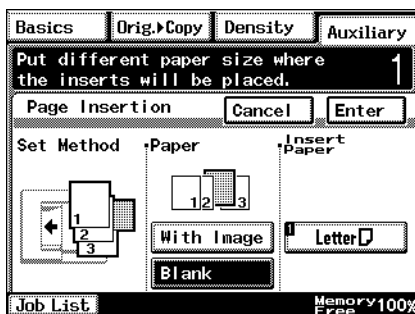


### To make settings for the “Page Insertion” function

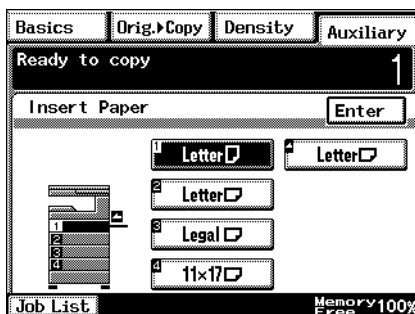
- 1 Load the document into the duplexing document feeder.
- 2 Press the [Copy] key.
- 3 Touch [Auxiliary], and then touch [Page Insertion].



- 4 Select either the [With Image] or the [Blank] Page Insertion setting, and then touch the button below “Insert Paper”.



- 5 Select the paper drawer that contains the paper for the interleaves, and then touch [Enter].



**6** Touch [Enter].

- If [Cancel] is touched, the setting is cancelled.

**7** Press the [Start] key.

The copies are printed.

## 4.3 “OHP Interleaving” Function

### Inserting Pages Between Copies of Transparencies

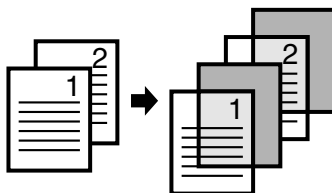
When copying overhead projector transparencies, paper (interleaves) can be inserted between copies of the transparencies.

**Tip**

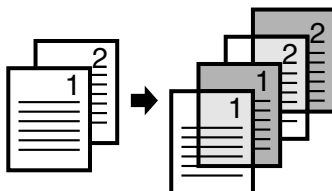
*Load the paper for the interleaves into a paper drawer, and load the overhead projector transparencies into the multiple bypass tray.*

#### OHP Interleaving settings

- Blank

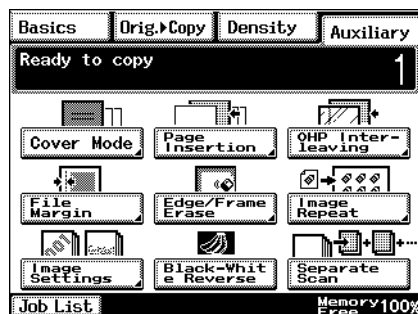


- With Image

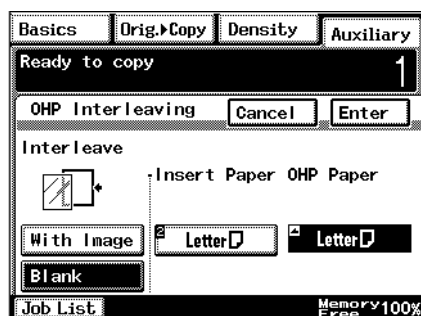


### To make settings for the “OHP Interleaving” function

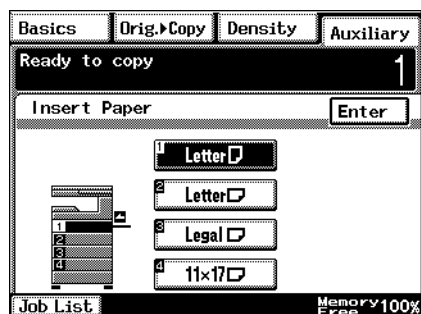
- 1 Load the document into the duplexing document feeder or position it on the original glass.
- 2 Press the [Copy] key.
- 3 Touch [Auxiliary], and then touch [OHP Interleaving].



- 4 Select either the [With Image] or the [Blank] OHP Interleaving setting, and then touch the button below “Insert Paper”.



- 5 Select the paper drawer that contains the paper for the transparency interleaves, and then touch [Enter].





- 6 Touch [Enter].
  - If [Cancel] is touched, the setting is cancelled.
- 7 Press the [Start] key.

The copies are printed.

## 4.4 “File Margin” Function

### Making Copies With Binding Margins

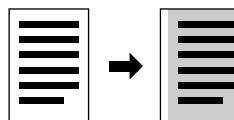
Copies can be made with binding margins and the image shifted to the side so that the text is not hidden when the copies are bound.

File Margin settings

- The position of the binding margin can be at the left side or at the top of the paper.
- The width of the binding margin can be specified.

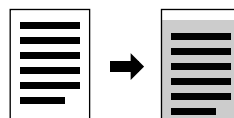
The image of the document is shifted to the right to make a margin along the left edge of the copy.

Original Document      Copy



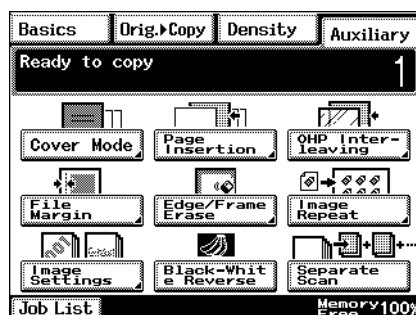
The image of the document is shifted to the bottom to make a margin along the top edge of the copy.

Original Document      Copy



### To make settings for the “File Margin” function

- 1 Load the document into the duplexing document feeder or position it on the original glass.
- 2 Press the [Copy] key.
- 3 Touch [Auxiliary], and then touch [File Margin].

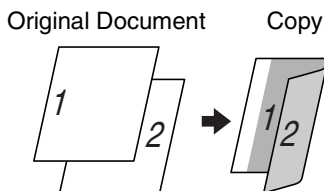


- 4 Select the desired File Margin setting.

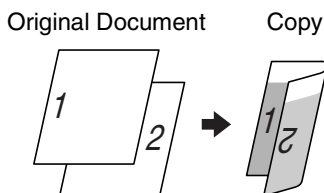


### Tip

If the setting for the left binding position is selected for double-sided copying, the front and back sides of the page will be printed with the same orientation.



If the setting for the top binding position is selected for double-sided copying, the back side of the page is printed upside down.



- 5 Touch and to specify the width of the binding margin, and then touch [Enter].
- If [Cancel] is touched, the setting is cancelled.
- 6 Press the [Start] key.
- The copies are printed.

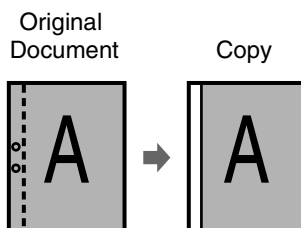
## 4.5 “Edge/Frame Erase” Function

### Erasing Sections of Copies

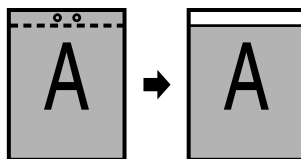
When copying documents with punch holes, the pages can be printed with part of the document erased.

Edge/Frame Erase settings

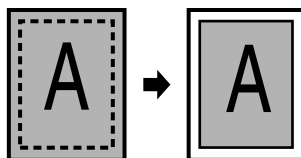
- The left side of the document is erased.



- The top edge of the document is erased.

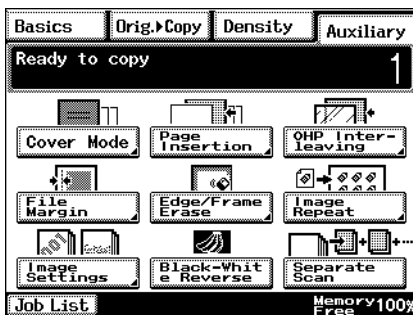


- A frame around the document is erased.

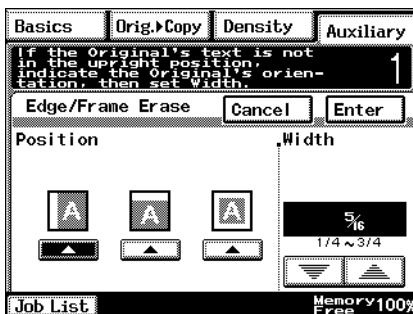




## To make settings for the “Edge/Frame Erase” function

- 1 Load the document into the duplexing document feeder or position it on the original glass.
- 2 Press the [Copy] key.
- 3 Touch [Auxiliary], and then touch [Edge/Frame Erase].



- 4 Select the desired Edge/Frame Erase setting.



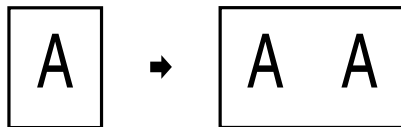
- 5 Touch  and  to specify the width of the erased area, and then touch [Enter].
  - If [Cancel] is touched, the setting is cancelled.
- 6 Press the [Start] key.  
The copies are printed.

## 4.6 “Image Repeat” Function

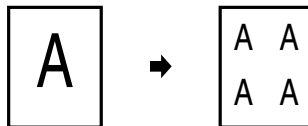
### Printing Multiple Copies of the Same Document Page on One Sheet

The “Image Repeat” function can be used as shown below.

- To copy a Letter-size page at full size onto an 11 × 17-size sheet of paper

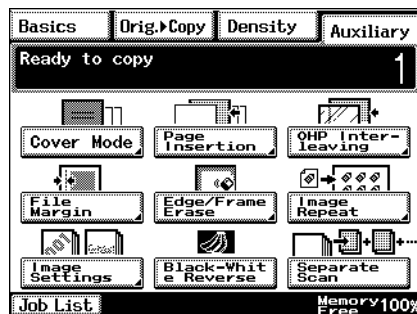


- To reduce a Letter-size page and print multiple copies onto a Letter-size sheet of paper



### To make settings for the “Image Repeat” function

- 1 Load the document into the duplexing document feeder or position it on the original glass.
- 2 Press the [Copy] key.
- 3 Touch [Auxiliary], and then touch [Image Repeat].



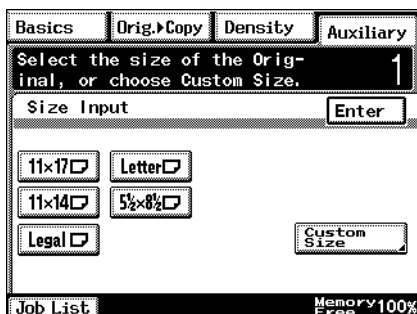
## 4 Touch [Size Input].

- To automatically detect the document size, touch [Auto Detect].



## 5 Select the size of the document.

- If the document has a non-standard size, touch [Custom Size], and then specify the size of the document.



## 6 Touch [X↔].

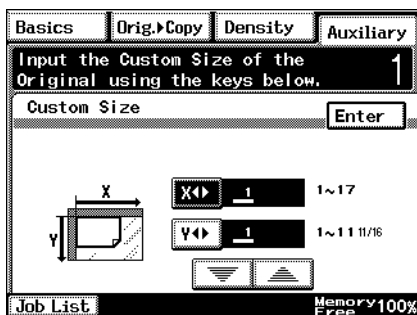
Then, touch and to select the length of side X for the paper that is loaded.

- Touch [X↔] until the cursor moves below the fraction that you wish to change.

## 7 Touch [Y↔].

Then, touch and to select the length of side Y for the paper that is loaded.

- Touch [Y↔] until the cursor moves below the fraction that you wish to change.



## 8 Touch [Enter].

- If [Cancel] is touched, the setting is cancelled.

## 9 Press the [Start] key.

The copies are printed.

## 4.7 “Distribution #” Function

### Printing Distribution Numbers on Sets of Copies

Each set of copies can be printed with a distribution number added to the back-ground.

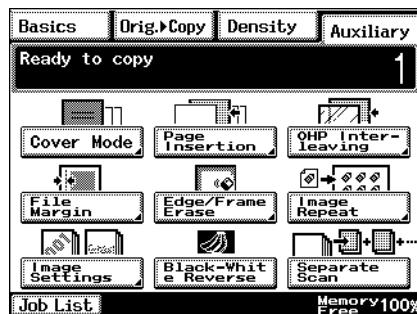


#### Tip

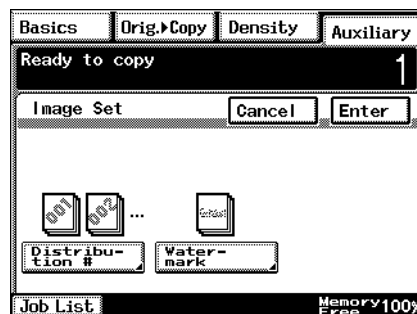
If the “Distribution #” function is used, the “Sort” Finishing setting is selected.  
After “999” is printed, the number returns to “000”.

### To make settings for the “Distribution #” function

- 1 Load the document into the duplexing document feeder or position it on the original glass.
- 2 Press the [Copy] key.
- 3 Touch [Auxiliary], and then touch [Image Settings].



- 4 Touch [Distribution #].





**5** Specify the desired Distribution # settings.

- Using the 10-Key Pad, type in the first distribution number to be printed.
- If [First page only] is selected, the distribution number is only printed on the first page of each copy set.
- If [All Pages] is selected, the distribution number is printed on all pages of each copy set.
- Touch [Darker], [Normal] or [Lighter] to specify the print density for the distribution number.



**6** Touch [Enter].

- If [Cancel] is touched, the setting is cancelled.

**7** Press the [Start] key.

The copies are printed.

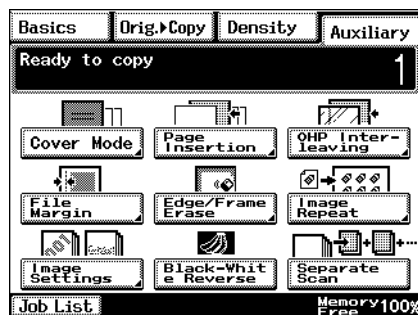
## 4.8 “Watermark” Function

### Printing Copies with a Watermark

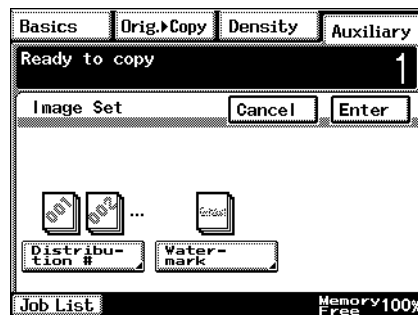
Copies can be printed with a watermark added to the background.

#### To make settings for the “Watermark” function

- 1 Load the document into the duplexing document feeder or position it on the original glass.
- 2 Press the [Copy] key.
- 3 Touch [Auxiliary], and then touch [Image Settings].



- 4 Touch [Watermark].



- 5 Select the watermark to be printed and the pages that the watermark will be added to.

- If [First page only] is selected, the watermark is only printed on the first page of each copy set.
- If [All Pages] is selected, the watermark is printed on all pages.



- 6 Touch [Enter].

- If [Cancel] is touched, the setting is cancelled.

- 7 Press the [Start] key.

The copies are printed.

## 4.9 “Image Stamping” Function

With this function, copies can be printed with a watermark of a scanned image added to the background.

Refer to “Registering an Image Stamp” on page 5-34 for registration methods.

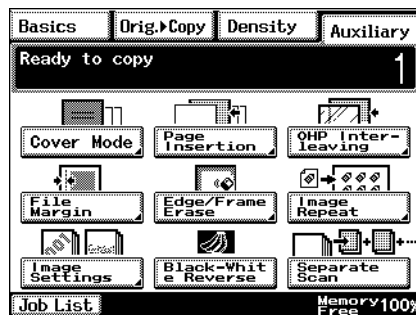


### Note

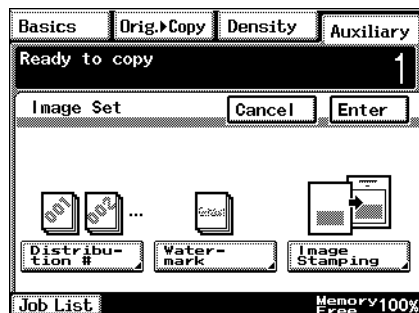
The optional hard disk must be installed.

### To make copies using the “Image Stamping” function

- 1 Load the document into the duplexing document feeder or position it on the glass.
- 2 Press the [Copy] key.
- 3 Touch [Auxiliary], and then touch [Image Settings].

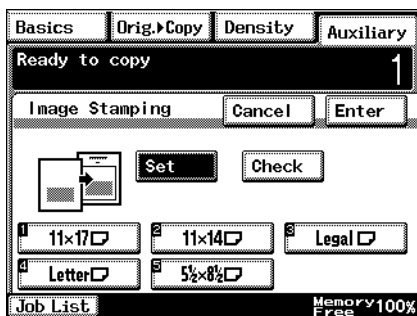


- 4 Touch [Image Stamping].



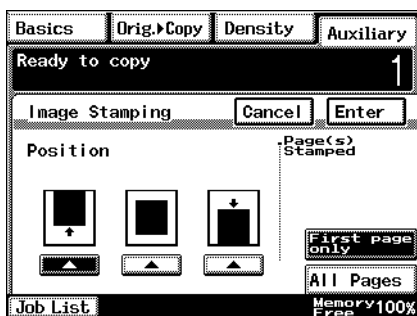
- 5 Touch [Set], select the registration number to be used, and then touch [Enter].

- You can check this by selecting [Check], pressing the [Start] key, and copying the registered image.



- 6 Select the desired printing position.

- If [First page only] is selected, the image is only printed on the first page.
- If [All Pages] is selected, the image is printed on all pages.



- 7 Touch [Enter].

- If [Cancel] is touched, the setting is cancelled.

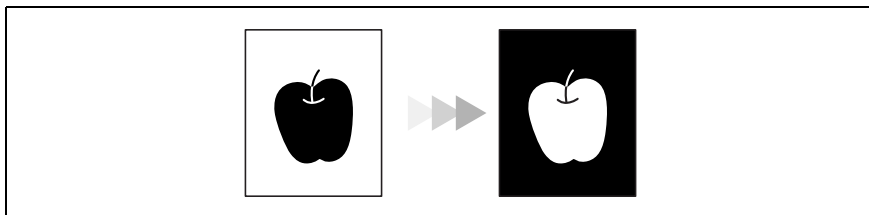
- 8 Press the [Start] key.

The copies are printed.

## 4.10 “Black-White Reverse” Function

### Reversing White- and Black-Colored Areas of Copies

Copies can be printed with the white- and black-colored areas of the original image reversed.



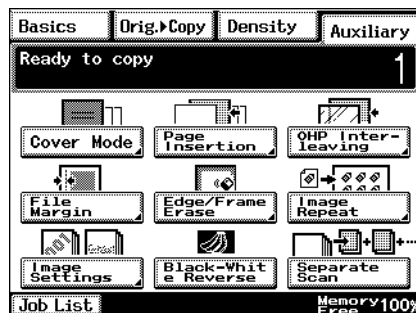
#### Tip

*The white and black colors of the distribution number and watermark will not be reversed.*

*The white and black colors of the original cannot be reversed after the document has been scanned.*

### To set the “Black-White Reverse” function

- 1 Load the document into the duplexing document feeder or position it on the original glass.
- 2 Press the [Copy] key.
- 3 Touch [Auxiliary], and then touch [Black-White Reverse].



- 4 Press the [Start] key.  
The copies are printed.

## 4.11 “Separate Scan” Function

### Scanning a Document in Separate Batches

When copying a document with a large number of pages, the document can be divided and scanned in separate batches, and then it can be printed as a single document.

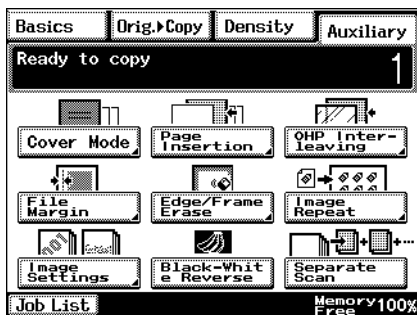


#### Tip

*If the memory becomes full while scanning, scanning is stopped. If this occurs, press the [Start] key to print the pages that were scanned before scanning was stopped.*

### To make copies using the “Separate Scan” function

- 1 Load the document into the duplexing document feeder or position it on the original glass.
- 2 Press the [Copy] key.
- 3 Touch [Auxiliary], and then touch [Separate Scan].



- 4 Press the [Start] key.  
The document is scanned.
- 5 After the first document batch is scanned, load the second document batch into the duplexing document feeder or position it on the original glass, and then press the [Start] key.
- 6 After all document batches have been scanned, touch [Finish].
- 7 Press the [Start] key.  
The copies are printed.

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# *Utility Mode Operations*

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# 5

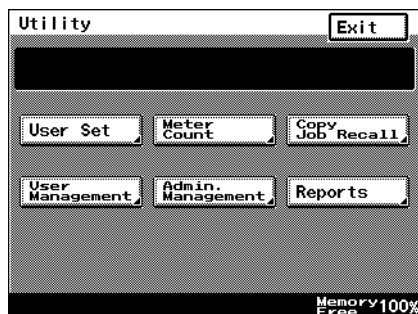


## 5.1 Utility Mode Screens

This chapter contains descriptions on the various copy programs and settings available in the Utility mode.

### Utility screen

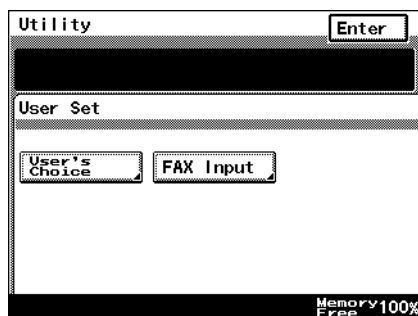
This screen appears when the [Utility] key is pressed.



The following screens appear when the corresponding button is touched.

### User Set-up Screen

Making changes in the initial screen of the machine, as well as registering and setting up functions for the FAX.



### Meter Count screen

This screen shows the total number of copies printed since the machine was installed.

The screenshot shows a screen titled "Utility" with a "Next" button in the top right corner. Below the title bar, there is a section titled "Meter Count" with an "Exit" button to its right. The main area of the screen contains five rows of data, each with a label on the left and a horizontal line on the right for the value:

Utility	
Meter Count	Exit
Total	
Copier Total	
Copier Size	
Copier 2-Sided	
Printer Total	

At the bottom right of the screen, it says "Memory 100% Free".

### Copy Job Program Recall screen

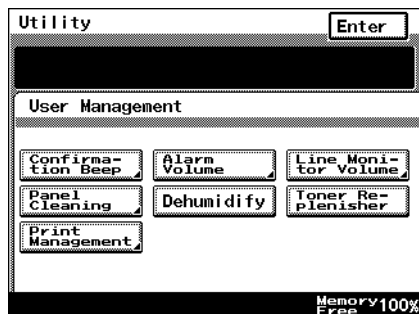
From this screen, a programmed copy job can be recalled.

The screenshot shows a screen titled "Utility" with a "Next" button in the top right corner. Below the title bar, there is a section titled "Copy Job Program Recall" with an "Exit" button to its right. The main area of the screen contains the text "Press a job number key to view the job settings." followed by three buttons labeled "1", "2", and "3".

At the bottom right of the screen, it says "Memory 100% Free".

## User Management screen

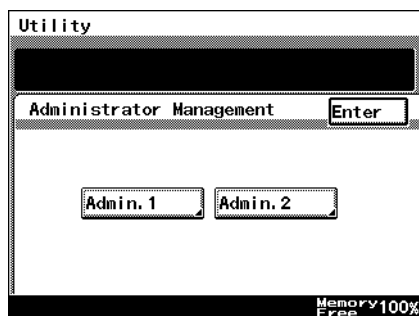
This screen provides various functions for efficient use of the machine.



## Administrator Management screens

There are two screens: Administrator Management 1 and Administrator Management 2. The administrator access code must be entered before these screens can be displayed.

For details on the functions available from the Administrator Management screens, refer to "8 Administrator Management Operations" and "9 Setting and FAX Items for the Administrator".





## 5.2 User's Choice Functions

The functions available on the User's Choice screen are described below.

Changing the settings for the following functions changes the default setting (the setting selected after the machine is turned on or the [Panel Reset] key is pressed).

The underlined settings indicate the default settings.

Tab	Function	Settings
1/6	Memory Recall	ON, <u>OFF</u>
	Mixed Original Detection	ON, <u>OFF</u>
	Language Selected for LCD	Japanese, <u>English</u> , Spanish, French
2/6	Original ► Copy Default	1-Sided ► 2-Sided, 2-Sided ► 2-Sided, <u>1-Sided</u> ► <u>1-Sided</u>
	Auto Paper/Auto Size	<u>Auto Paper</u> , Auto Size, Manual
	Drawer Priority	<u>1st paper drawer</u>
	Special Paper	<u>Normal</u> , Not for 2 Sided, Recycled, Special
	Multiple-in-1 and Booklet Copy Zoom	<u>ON</u> , OFF
3/6	Energy Save Mode	1 to 240 minutes, <u>15 minutes</u>
	Sleep Mode Setting	1 to 240 minutes, <u>15 minutes</u>
	LCD Back-light Off	1 to 240 minutes, <u>1 minute</u>
	Auto Panel Reset	No Reset, 30 seconds <u>1 min</u> , 2 min, 3 min, 5 min
	Plug-In Counter, ID key Reset	<u>ON</u> , OFF
4/6	4in1 Copy Order	
	Density Priority	Auto, Manual <u>Text</u> , Photo, <u>Text/Photo</u>
	Default Copy Output Levels	Auto (Lighter, <u>Normal</u> , Darker) Manual  One of nine settings between "Lighter" and "Darker" can be selected.
	Printing Density	-2, -1, <u>0</u> , 1, 2
	Output Priority	Non-Sort, Sort, Group, Corner Staple*, 2-Point Staple*, Hole Punch* *Options

Tab	Function		Settings
5/6	Intelligent Sorting		<u>ON</u> , OFF
	Output Tray		Specify the bin of the finisher (option).
	"Small" Originals		ON, <u>OFF</u>
	Scanner Dry		Specify the time for dehumidifying the scanner.
	Crease/Center Staple		Crease (-10 to +10, <u>0</u> ) Center staple (-10 to +10, <u>0</u> )
6/6	Priority Screen	Default Device Property	Copier, FAX, <u>Auto</u>
		Priority FAX Screen	<u>One-Touch</u> , Search, 10-key Dialing, Index
	Density (ADF only)		Mode 1, <u>Mode 2</u>

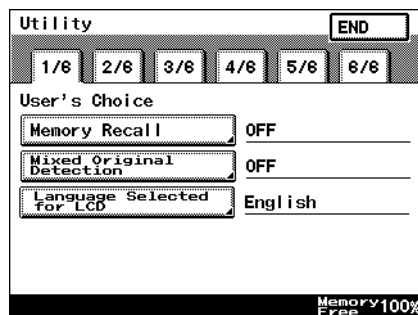
## 5.3 Changing Default Settings

The procedures for changing each of the User's Choice settings are described below.

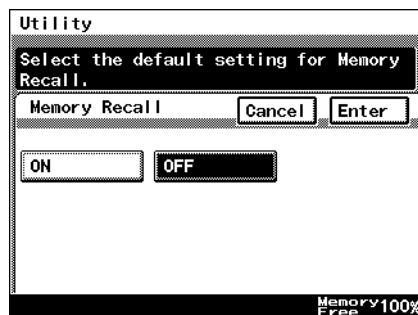
### To set the "Memory Recall" function

This function is used to specify whether or not the last image copied can be recalled and printed again.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [1/6], and then touch [Memory Recall].



- 4 Touch [ON] or [OFF], and then touch [Enter].
  - If [ON] is selected, the previously copied image data can be printed again, even after copying has finished or while the copier is stand-by.

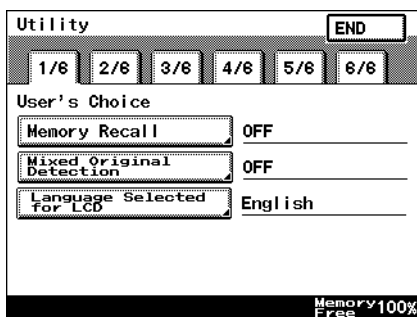


- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

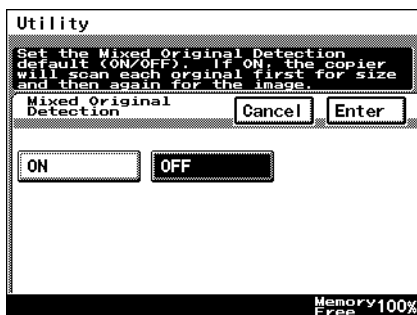
### To set the “Mixed Original Detection” function

This function is used to specify whether or not the “Mixed Original Detection” function is set as the default.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User’s Choice].
- 3 Touch [1/6], and then touch [Mixed Original Detection].



- 4 Touch [ON] or [OFF], and then touch [Enter].

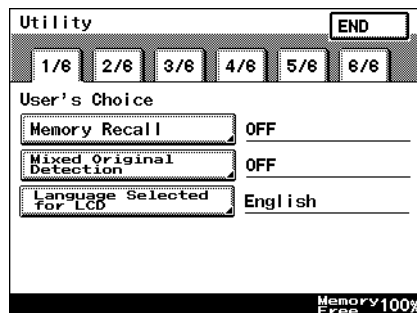


- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

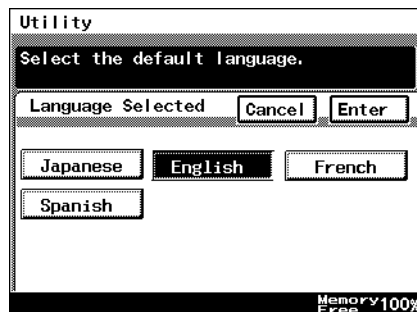
### To set the “Language Selected for LCD” function

This function is used to specify the language for the screens that appear in the touch panel.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User’s Choice].
- 3 Touch [1/6], and then touch [Language Selected for LCD].



- 4 Select the desired language, and then touch [Enter].



- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.



#### Tip

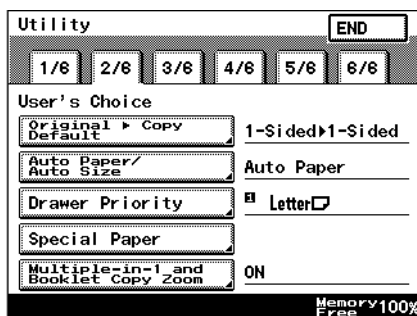
*For details on changing the setting for the communication language, refer to p. 9-3.*



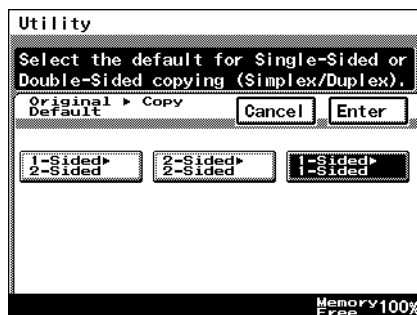
### To set the “Original ► Copy Default” function

The function specifies the default Orig. ► Copy setting.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [2/6], and then touch [Original ► Copy Default].



- 4 Select the desired setting, and then touch [Enter].

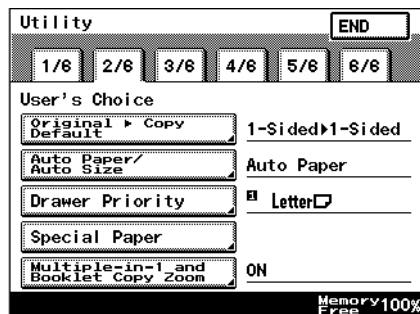


- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

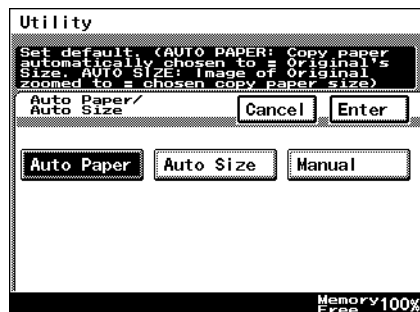
### To set the “Auto Paper/Auto Size” function

This function is used to specify whether the “Auto Paper” Paper setting, the “Auto Size” Zoom setting or the “Manual” setting is set as the default.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User’s Choice].
- 3 Touch [2/6], and then touch [Auto Paper/Auto Size].



- 4 Select the desired setting, and then touch [Enter].



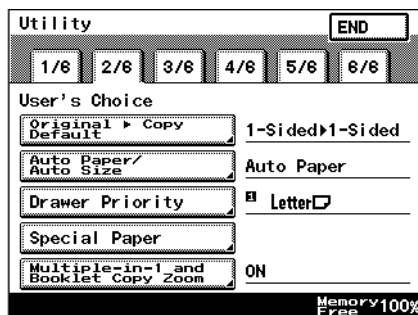
- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

### To set the “Drawer Priority” function

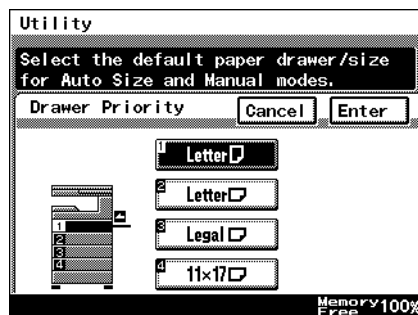
You can specify the priority of the paper that is selected (paper drawer).

For example, if you specify a paper tray for paper that you use frequently, (recycled paper, single-sided only paper, etc.), that drawer will have priority when supplying paper. However, this function will not operate when there are settings such as auto paper selection, or where paper is limited.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [2/6], and then touch [Drawer Priority].



- 4 Select the desired paper drawer, and then touch [Enter].



- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

### To set the “Special Paper” function

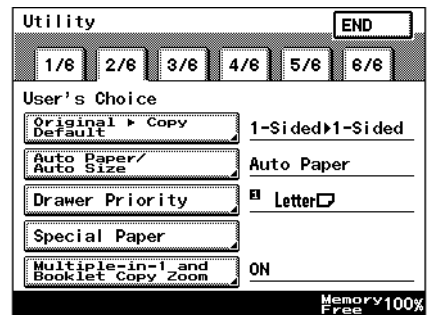
This function is used to specify the default paper type for a paper drawer when special paper, for example, recycled paper, is loaded into a particular paper drawer.






#### Tip

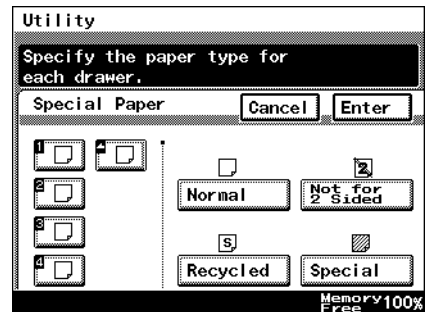
*If a particular paper drawer is set to be loaded with special paper, the paper in that paper drawer will not be selected during automatic paper selection.*

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [2/6], and then touch [Special Paper].



- 4 Select the paper drawer loaded with special paper, select the paper type, and then touch [Enter].

- : Recycled Paper  
Selecting this mode means that when auto paper selection is selected, that paper tray will not be selected.  
For example, when plain paper and recycled paper are both able to be used, but where plain paper is mainly used, selecting this mode will mean that plain paper will have priority when being used.
- : Not for 2 Sided paper  
Selecting this mode will mean that double sided copies on paper in that paper tray will not be possible.
- : Special paper  
Selecting this mode will mean that when using auto paper selection, this will not be included in auto tray change.



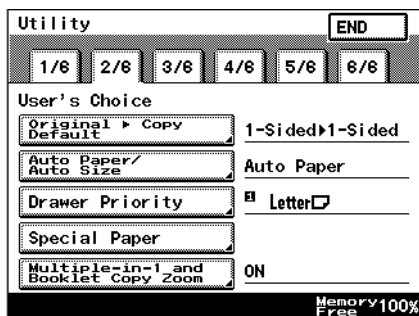
When using colored paper for cover pages or interleaves, selecting this setting reduces operating errors.

- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

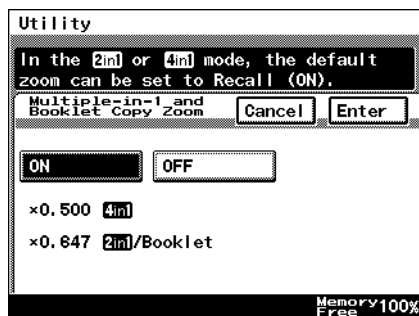
### To set the “Multiple-in-1 and Booklet Copy Zoom” function

This function is used to specify whether or not the preset Zoom setting appropriate for the document and paper size is set when a 2in1 or a 4in1 Copy setting is selected.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [2/6], and then touch [Multiple-in-1 and Booklet Copy Zoom].



- 4 Touch [ON] or [OFF], and then touch [Enter].
  - If [OFF] is selected, specify the Zoom settings for the 2in1 and 4in1 Copy settings.



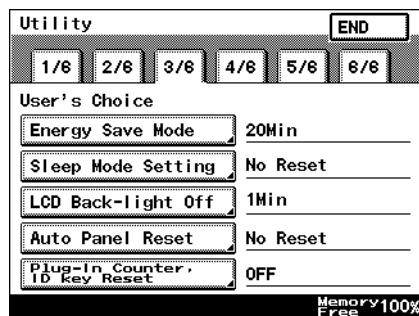
- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

### To set the “Energy Save Mode” function

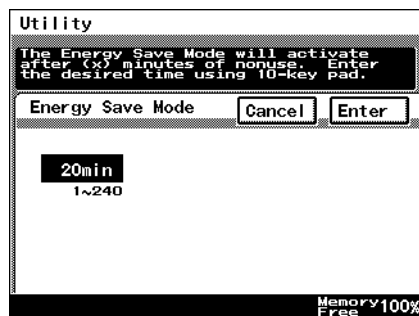
This function is used to specify when the machine automatically enters Energy Saver mode after no operation is performed for the set length of time.

A fax job can even be received while the machine is in Energy Saver mode.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [3/6], and then touch [Energy Save Mode].



- 4 Press the [C] key to erase the value.
  - Use the 10-Key Pad to specify the desired length of time, and then touch [Enter]. (Specify a length of time between 1 and 240 minutes.)



- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

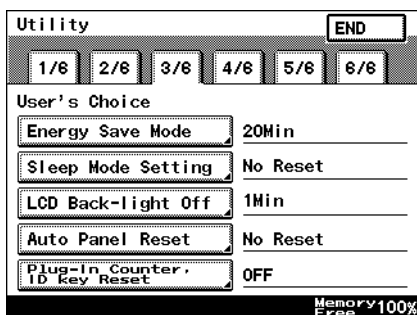
## To set the “Sleep Mode Setting” function

This function is used to specify the period of time where there is no input, after which the machine automatically turns the printer heater off.

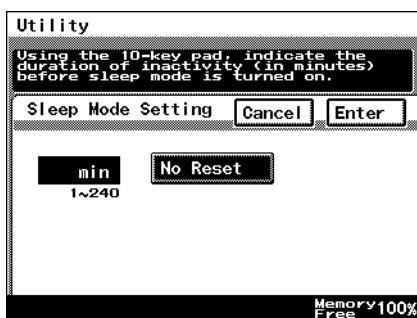
A fax job can even be received while the machine is in Sleep mode.

To display [No Reset], you need to first display [No Reset] in Specifying Administrator Settings. For details, refer to p. 8-9.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [3/6], and then touch [Sleep Mode Setting].



- 4 Press the [C] key to erase the value.
  - Use the 10-Key Pad to specify the desired length of time, and then touch [Enter]. (Specify a length of time between 1 and 240 minutes.)
  - Selecting the [No Reset] key means that sleep functions will no longer operate.



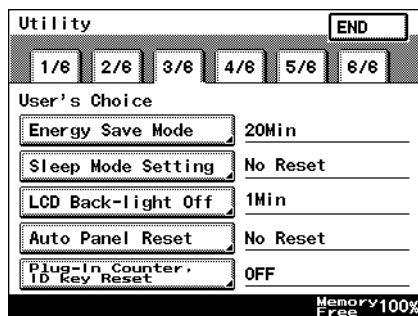
- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

### To set the “LCD Back-light Off” function

This function is used to specify when the backlight for the touch panel automatically goes off after no operation is performed for the set length of time.

A copy job can even be received while the LCD backlight is off.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [3/6], and then touch [LCD Back-light Off].

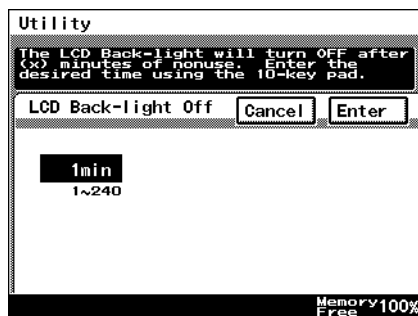


- 4 Press the [C] key to erase the value.
  - Use the 10-Key Pad to specify the desired length of time, and then touch [Enter]. (Specify a length of time between 1 and 240 minutes.)



#### Tip

*If the preheat and sleep settings are short because of the LCD Back-light being set to off, then the Backlight will be turned off after the specified preheat or sleep time.*



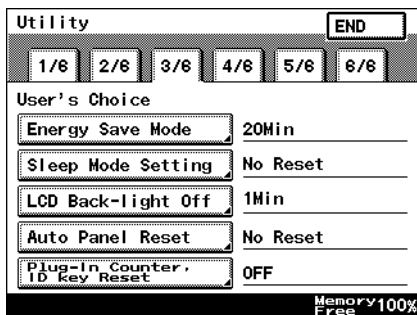
- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.



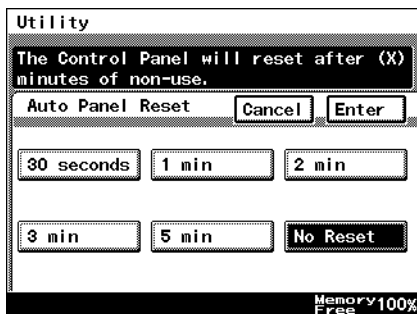
### To set the “Auto Panel Reset” function

This function is used to specify when the Basics screen is automatically displayed if no operation is performed while a program or settings are being specified.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [3/6], and then touch [Auto Panel Reset].



- 4 Select the desired length of time until the Basics screen is displayed, and then touch [Enter].
  - The length of time until the Basics screen is displayed can be set to 30 seconds, 1, 2, 3 or 5 minutes, or [No Reset].

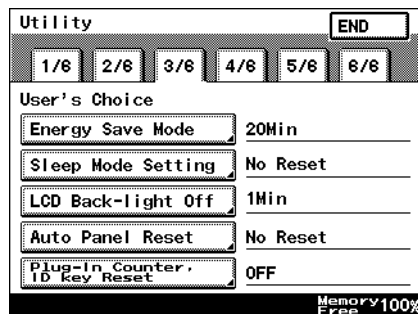


- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

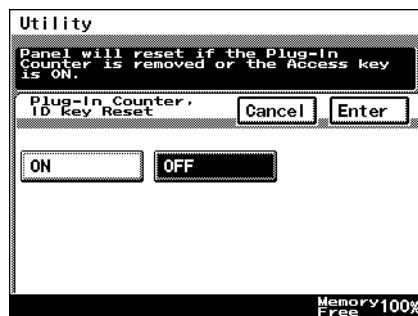
### To set the “Plug-In Counter, ID key Reset” function

Pressing the [Access] key when specifying administrator settings specifies whether or not to return to default settings, with the exception of when the data controller magnetic card is removed.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [3/6], and then touch [Plug-In Counter, ID key Reset].



- 4 Touch [ON] or [OFF], and then touch [Enter].

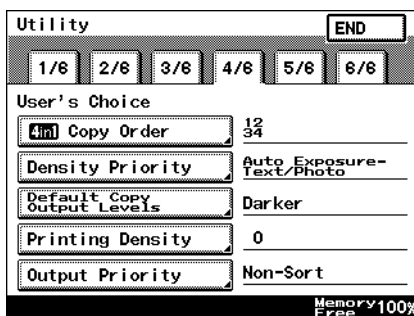


- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

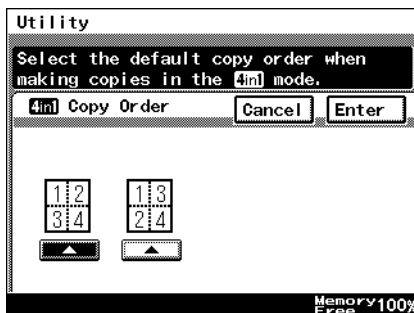
### To set the “4in1 Copy Order” function

This function is used to specify the page orientation for making 4in1 copies.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [4/6], and then touch [4in1 Copy Order].



- 4 Select the page orientation for making 4in1 copies, and then touch [Enter].

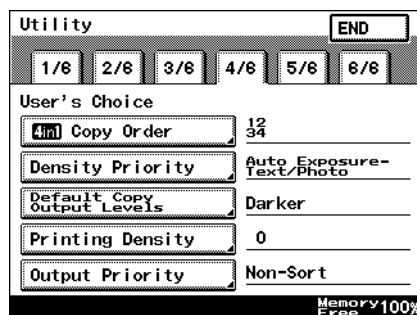


- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

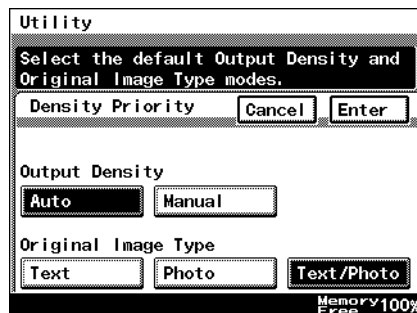
### To set the “Density Priority” function

This specifies the default printing density / copy mode settings.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [4/6], and then touch [Density Priority].



- 4 Select the desired settings, and then touch [Enter].
  - The default Output Density can be set to either [Auto] or [Manual].
  - The default Original Image Type can be set to [Text], [Photo] or [Text/Photo].

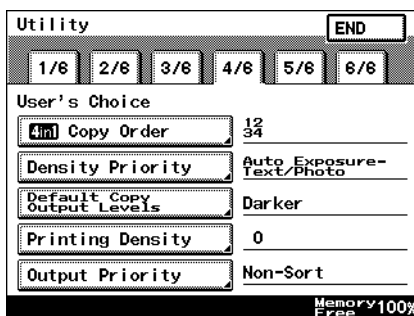


- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

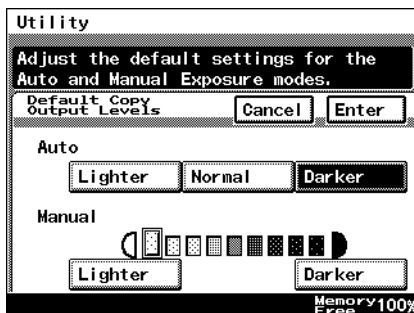
### To set the “Default Copy Output Levels” function

This specifies the auto and manual default printing density level settings.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [4/6], and then touch [Default Copy Output Levels].



- 4 Select the desired settings, and then touch [Enter].
  - The default Auto density level can be set to [Lighter], [Normal] or [Darker].
  - The default Manual density level can be adjusted by one level at a time.

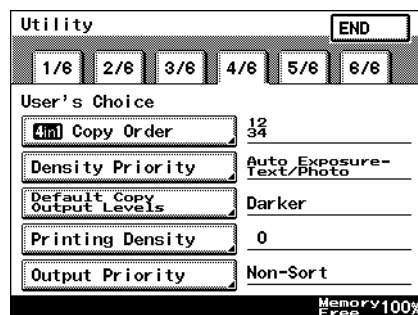


- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

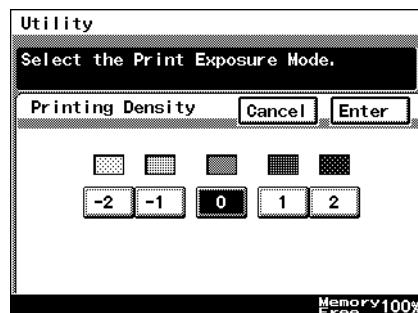
### To set the “Printing Density” function

This specifies the default printing density level settings from -2 to 2, in 5 steps.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User’s Choice].
- 3 Touch [4/6], and then touch [Printing Density].



- 4 Select the desired settings, and then touch [Enter].

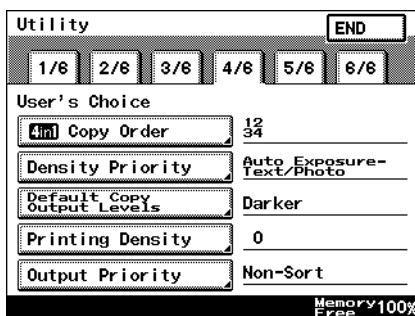


- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

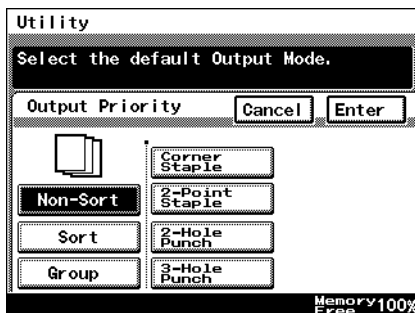
### To set the “Output Priority” function

This specifies the default finishing modes that are selected by priority.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [4/6], and then touch [Output Priority].



- 4 Select the desired settings, and then touch [Enter].

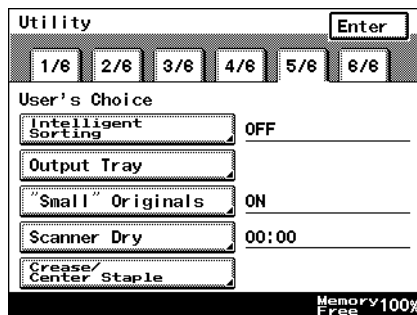


- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

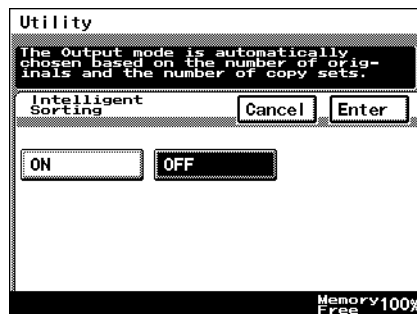
### To set the “Intelligent Sorting” function

This function is used to specify whether or not the “Sort” and the “Non-Sort” settings are automatically selected according to the number of pages in the document.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User’s Choice].
- 3 Touch [5/6], and then touch [Intelligent Sorting].



- 4 Touch [ON] or [OFF], and then touch [Enter].
  - If [ON] is selected, the “Non-Sort” setting is automatically selected when a document consisting of only one page is loaded into the duplexing document feeder, and the “Sort” setting is automatically selected when a document consisting of two or more pages is placed in the duplexing document feeder.



- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.



## To set the “Output Tray” function (optional)

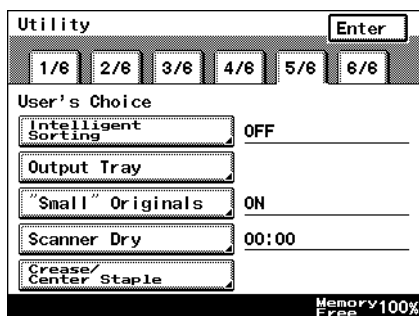
This function is used to specify how copies and computer printouts are separated and which output tray they are assigned to.



### Tip

*[Output Tray] only appears if the finisher or the job separator is installed.*

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [5/6], and then touch [Output Tray].

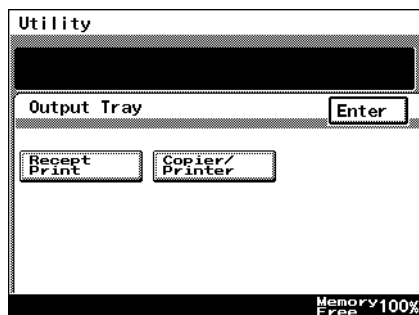


- 4 Touch [Recept Print] or [Copier/Printer], and then touch [Enter].
  - To specify the output tray for received faxes, touch [Recept Print].
  - To specify the output tray for copies and computer printouts, touch [Copier/Printer].



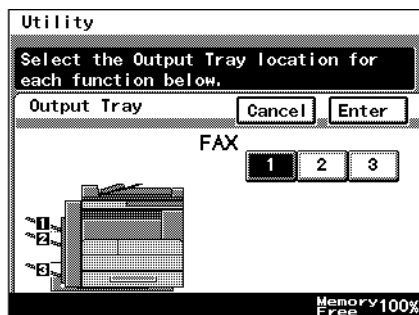
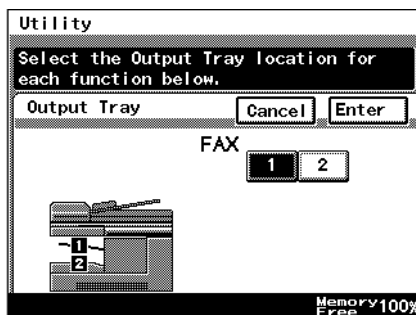
### Tip

*If you use the optional multi port, you can specify output bins for each port.*

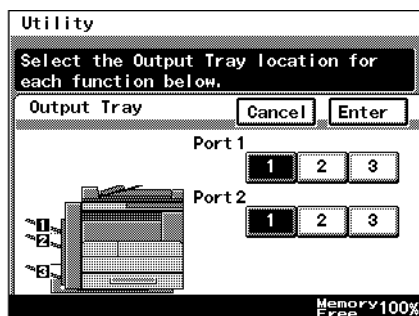
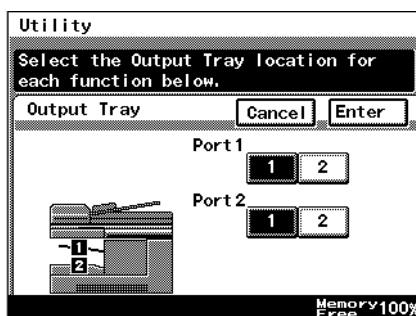


- 5 Select the appropriate output tray settings, and then touch [Enter].

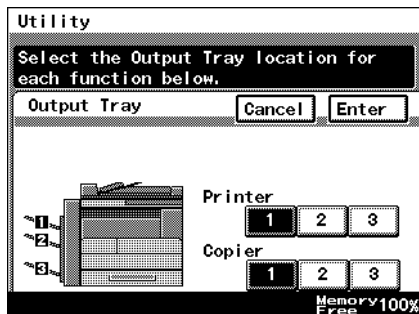
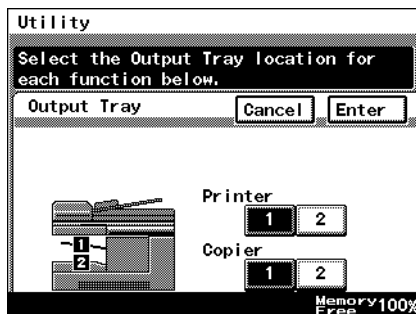
- <After touching [Recept Print]>



- <If the multi port is installed>



- <After touching [Copier/Printer]>

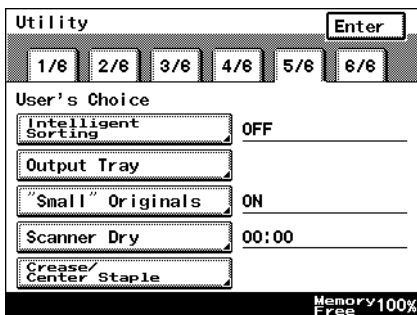


- 6 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

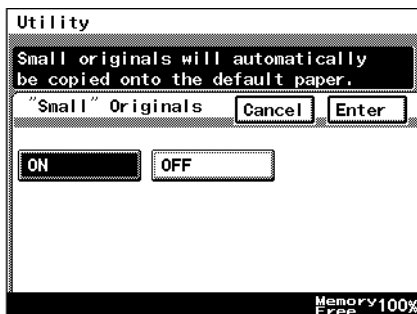
### To set the “Small” Originals function

This function is used to specify whether or not a small-sized original can be copied when the [Start] key is pressed.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [5/6], and then touch ["Small" Originals].



- 4 Touch [ON] or [OFF], and then touch [Enter].
  - If [ON] is selected, a copy can be made using the specified paper.
  - If [OFF] is selected, a message appears, indicating that the paper should be selected.

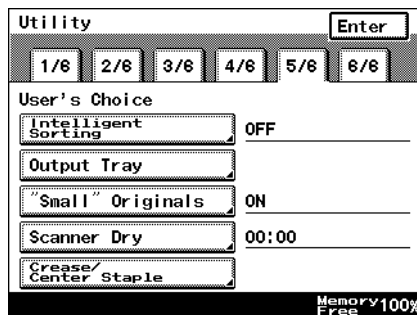


- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

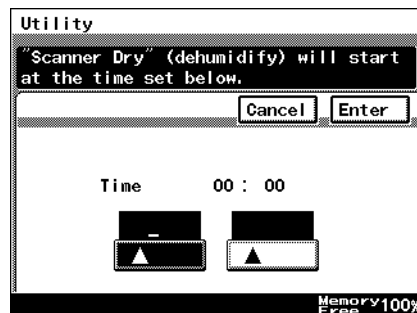
### To set the “Scanner Dry” function

The automatic scanner dry function may be set in order to prevent condensation on the scanner resulting from sudden temperature changes.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User’s Choice].
- 3 Touch [5/6], and then touch [Scanner Dry].



- 4 Use the 10-Key Pad to specify the time when scanner drying begins, and then touch [Enter].
  - Specify the time in the 24-hour format.
  - To erase the value, press the [C] key.

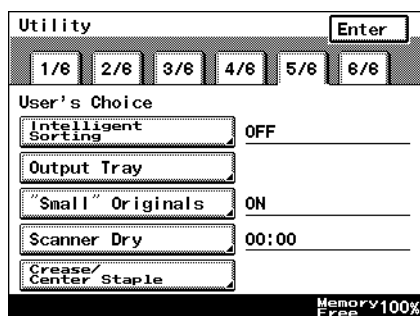




- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

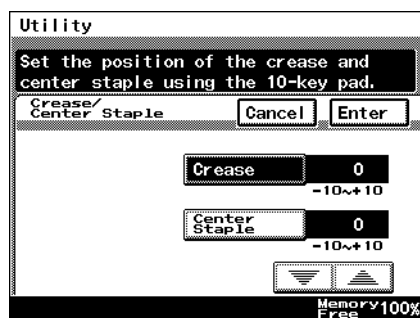
### To set the “Crease/Center Staple” function (Only when the finisher or saddle kit are installed)

When the optional saddle kit (including the finisher) is installed, this controls the offset for creases created using the booklet creation mode, and for any specified center staples.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [5/6], and then touch [Crease/Center Staple].



- 4 Touch  and  to adjust the setting, and then touch [Enter].



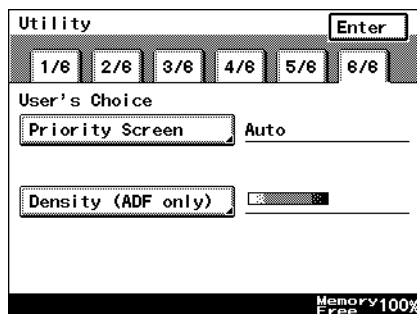
- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

### Selecting the Priority Screen

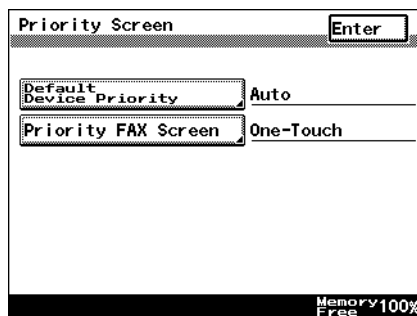
You can select the “Copy”, “Fax”, or “Auto” Basics screen on the Priority Initial screen.

You can select the “One-Touch”, “Search”, “10-key Dialing”, or “Index” screens when the [Fax/Scan] button is pressed on the Priority Fax Screen.

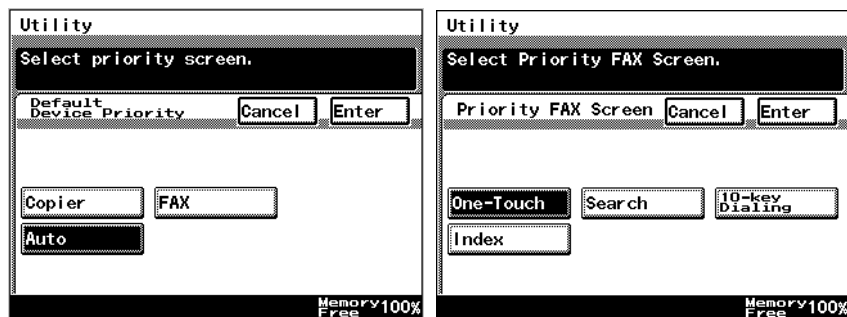
- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Select the [6/6] tab, and then touch [Priority Screen].



- 4 Touch [Default Device Priority] or [Priority FAX Screen] key.



- 5 Select the desired screen from the display, and then touch [Enter].

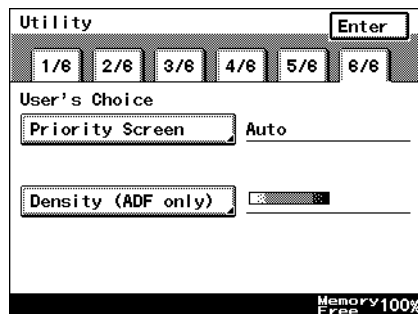


- 6 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basic screen.

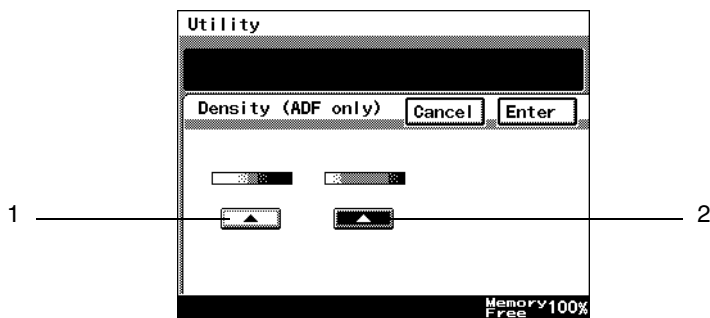
### To set the “Density (ADF only)” function (Only when the duplexing document feeder is installed)

This function is used to adjust the density level when the optional duplexing document feeder is used.

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].
- 3 Touch [6/6], and then touch [Density (ADF only)].



- 4 Select the desired default setting, and then touch [Enter].



- 1: The setting on the left is most appropriate for scanning normal documents (such as those created with a word processor).
- 2: The setting on the right is most appropriate for scanning faint document (such as those written with pencil).

- 5 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.



## 5.4 Registering an Image Stamp

Before the Auxiliary function “Image Stamping” can be used, an image must be registered. A maximum of five images can be registered. For details on using the “Image Stamping” function, refer to ““Image Stamping” Function” on page 4-21.



### Note

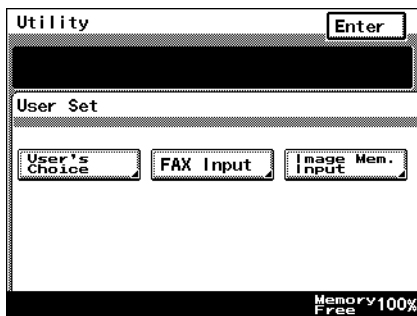
*The optional hard disk must be installed.*

### To register an image stamp

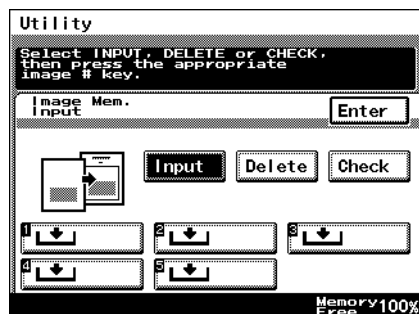
- 1 Press the [Utility] key.
- 2 Touch [User Set].



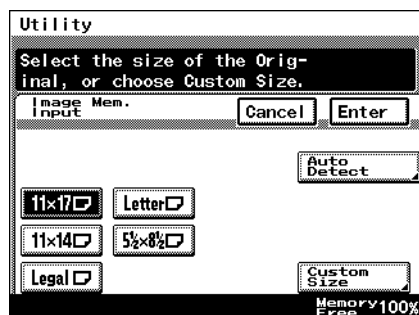
- 3 Touch [Image Mem. Input].



- 4 Touch [Input], and then touch desired registration key.
- To erase a stored image, touch [Delete], and then touch the number from where you wish to delete the image.
  - To check a stored image, touch [Check], and then touch the number where the image that you wish to check is stored.



- 5 Select the size of the image document.  
Touch [Enter].  
To continue scanning a standard-sized image document, skip to step 9.
- To scan a non-standard-sized image document, touch [Custom Size].



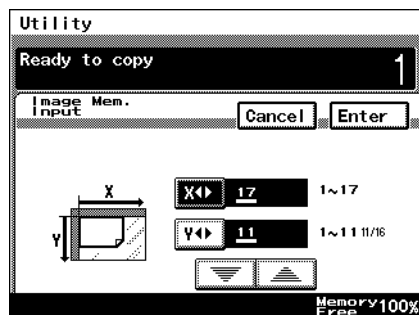
- 6 Touch  $\boxed{x \leftrightarrow}$ .  
Then, touch  $\boxed{\nabla}$  and  $\boxed{\blacktriangle}$  to select the length of side X for the image document (between 1 inch and 17 inch).

- Touch  $\boxed{x \leftrightarrow}$  until the cursor moves below the fraction that you wish to change.

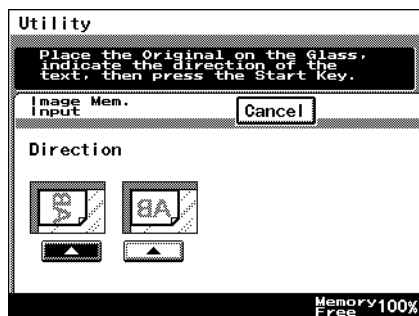
- 7 Touch  $\boxed{y \leftrightarrow}$ .  
Then, touch  $\boxed{\nabla}$  and  $\boxed{\blacktriangle}$  to select the length of side Y for the image document (between 1 inch and 11-11/16 inch).

- Touch  $\boxed{y \leftrightarrow}$  until the cursor moves below the fraction that you wish to change.

- 8 Touch [Enter].



- 9 Position the document on the glass, and then select the orientation of the document.



- 10 Press the [Start] key.  
The image is scanned.  
The image stamp is registered.

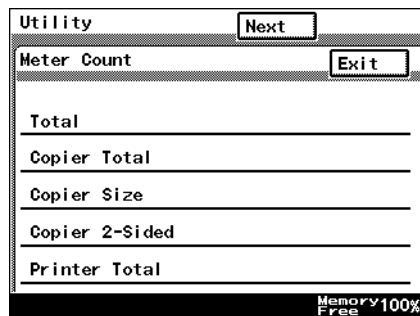
## 5.5 Viewing Counters (“Meter Count” Function)

With the “Meter Count” function, the following counters can be viewed.

Total counter	This counter shows the total number of copies and printouts made since the machine was installed.
Copier Total counter	This counter shows the total number of copies made.
Copier Size counter	This counter shows the total number of copies made on the specified paper size. (The paper size that is counted should be set at the service center.)
Copier 2-Sided counter	This counter shows the total number of double-sided copies made.
Printer Total counter	This counter shows the total number of printouts made.
Printer Size counter	This counter shows the total number of computer printouts made on the specified paper size. (The paper size that is counted should be set at the service center.)
Printer 2-Sided counter	This counter shows the total number of double-sided computer printouts made.
Scanner counter	This counter shows the total number of pages that have been scanned.
Account Total counters	These counters show the total number of copies and printouts made for each account currently registered. (A counter for each registered account is listed.)

### To view the counters

- 1 Press the [Utility] key.
- 2 Touch [Meter Count].
- 3 After checking the various counters, touch [Exit].
  - There are two Meter Count screens. To view the other screen, touch [Next].



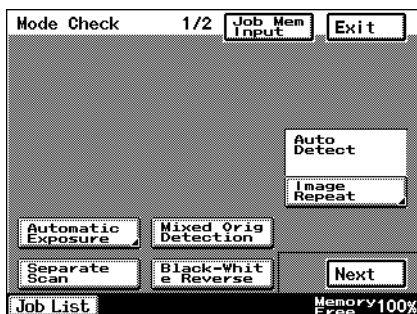
- 4 Touch [Exit] to return to the Basics screen.

## 5.6 Using Copy Programs


Up to 10 sets of copy settings can be stored as copy programs.

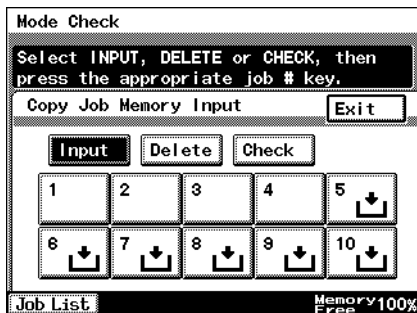
### To store a copy program

- 1 Press the [Copy] key, and select in advance the copy functions to be registered.
- 2 Press the [Mode Check] key.



- 3 Touch [Job Mem Input], and then touch the number where you wish to store the copy program.

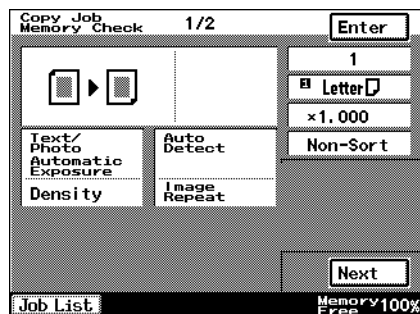
- Number buttons on which  does not appear have already been assigned a copy program. If a button that has already been programmed is selected, the previously assigned copy program is deleted.



- 4 Touch [Check], and then touch a number button.

**5** Check the programmed settings.

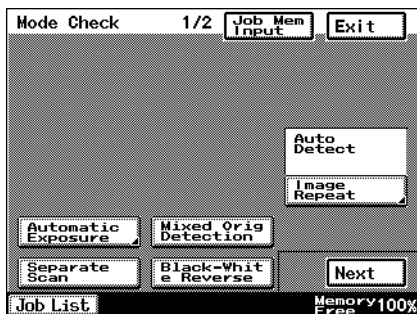
- To display screen 2/2, touch [Next]. To return to screen 1/2, touch [Back].


**6** Touch [Enter] to return to the Mode Check screen, and then touch [Exit] to return to the Basics screen.

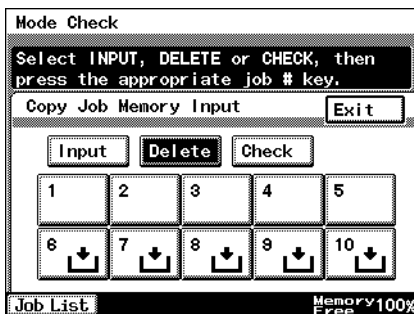
### To delete a copy program

Individual copy programs can be deleted.

- 1 Press the [Mode Check] key.
- 2 Touch [Job Mem Input].



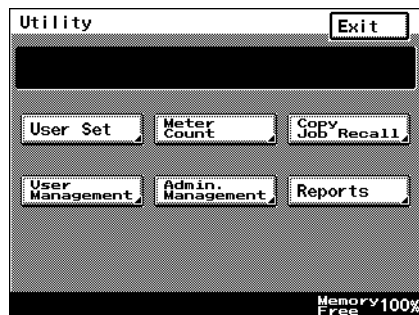
- 3 Touch [Delete], and then touch number to delete.
  - The copy program is deleted, and  appears on the button.



- 4 Touch [Exit] to return to the Mode Check screen, and then touch [Exit] to return to the Basics screen.

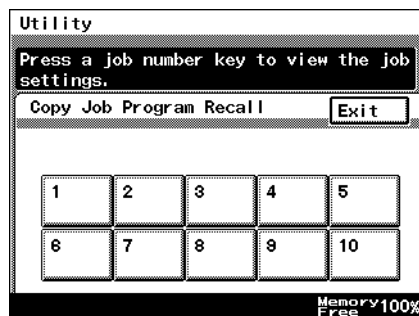
**To use a copy program**

- 1 Press the [Utility] key.
- 2 Touch [Copy Job Recall].

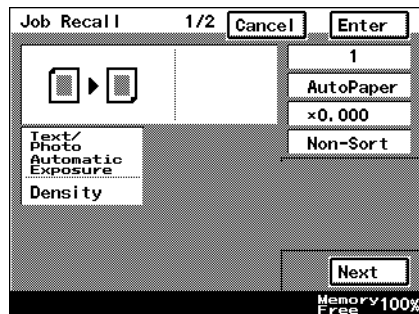


- 3 Touch the button assigned with the copy program that you wish to use.

- Only buttons that have been assigned a copy program are displayed.



- 4 Check the settings, and then touch [Enter].



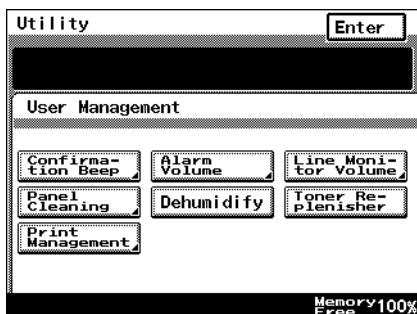
- 5 Set the document, and press the [Start] key.



## 5.7 User Management Functions

The following settings can be specified or operations can be performed from the User Management screen.

- Confirmation beep volume
- Alarm beep volume
- Line Monitor volume
- Touch panel cleaning
- Dehumidifying
- Toner replenishing
- Print Management



### To adjust beep volumes (“Confirmation Beep”, “Alarm Volume” and “Line Monitor Volume” functions)

You can adjust the volume of the electronic beep used when pressing a key on the machine, or beeps issued to indicate alarms.

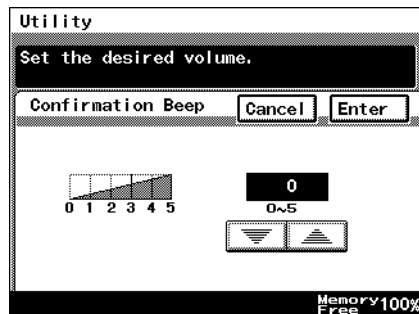
The following procedure describes how to adjust the volumes of three types of beeps.



Additionally, beep volumes can be easily adjusted per user. Refer to “User Assistance” in the Basic Operations manual for details.

- ✓ [Confirmation Beep]: This function is used to adjust the volume of the beep that is sounded when a touch panel button is touched. (Default setting: 3)
- ✓ [Alarm Volume]: This function is used to adjust the volume of the alarm that is sounded when a paper misfeed occurs or an incorrect operation is specified. (Default setting: 3)
- ✓ [Line Monitor volume]: This function is used to adjust the volume of the telephone line that can be heard through the speaker. (Initial value: 3)

- 1 Press the [Utility] key.
- 2 Touch [User Management], and then touch the button for the beep that you wish to adjust.

ex.) Confirmation Beep

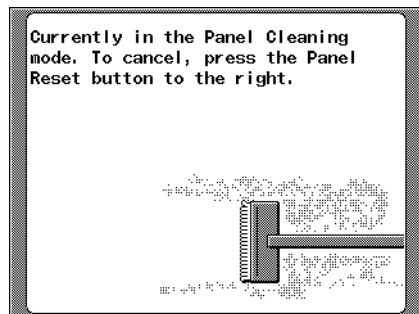


- 3 Touch  and  to select the desired volume, and then touch [Enter].
- 4 Touch [END] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

### To clean the touch panel (“Panel Cleaning” function)

By setting panel cleaning, you can clean the panel without accidentally pressing panel buttons.

- 1 Press the [Utility] key.
- 2 Touch [User Management], and then touch [Panel Cleaning].
  - To cancel the function, press the [Panel Reset] key.



### To dehumidify the duplexing document feeder (“Dehumidify” function)

When there are rapid changes in the temperature of a room, or high humidity, condensation\*<sup>1</sup> may occur on the surface of the photosensitive receptor drum\*<sup>2</sup> or the scanner on the machine, resulting in blurred images. When this occurs, use the “Dehumidify” function (Approximately 5 minutes) to remove the condensation.

If you wish to remove condensation at a set time every day. For details, refer to “To set the “Scanner Dry” function” on page 5-29.

\*1 Condensation: a phenomenon where atmospheric water collects on the photosensitive receptor drum or the scanner, forming water droplets.

\*2 Photosensitive receptor drum: the part that contacts the film copy.



#### Note

*When you wish to remove condensation from the photosensitive receptor drum, contact your local technical representative.*

*You can still copy if there during dehumidifying. (however, dehumidifying will be interrupted.)*

To specify a time to perform the dehumidifying operation, refer to page 5-29.

- 1 Press the [Utility] key.
- 2 Touch [User Management], and then touch [Dehumidify].  
The dehumidifying operation begins.

### To replenish the toner (“Toner Replenisher” function)

This function is used when copies are temporarily faint although plenty of toner remains, such as immediately after the toner bottle is replaced or after copying a large quantity of documents with large printed areas. If this occurs, toner can be replenished.

- 1 Press the [Utility] key.
- 2 Touch [User Management], and then touch [Toner Replenisher].  
The toner is replenished.

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# ***Configuring the Utilities and Fax***

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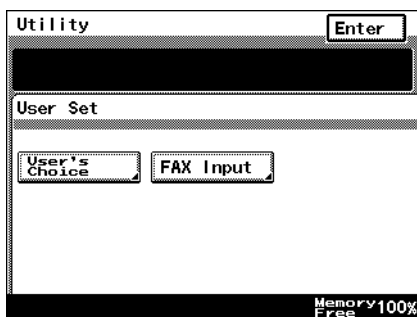
# 6

## 6.1 Registering Index Lists

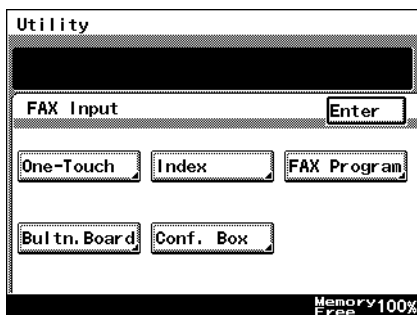
Registering an index allows you to group one-touch keys. Up to 15 recipients can be registered to each index key.

### How to Register Indexes

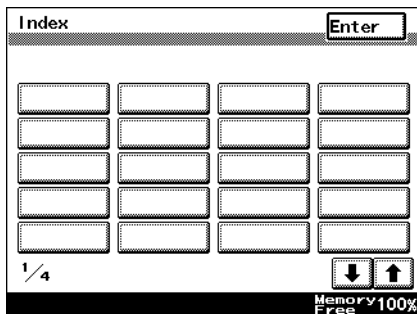
- 1 Press the [Utility] key.
- 2 After touching [User Set], touch [FAX Input].



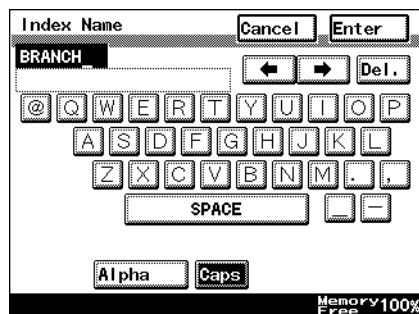
- 3 Touch [Index].



- 4 Select the index key to be registered.

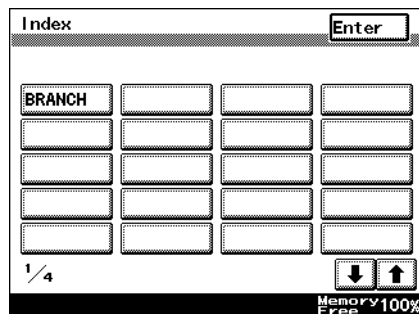


- 5 Enter a name for the index, and touch [Enter].
  - See “Character Input and Registration” on page 6-33 for instructions on character input.
  - Up to 12 characters may be input.

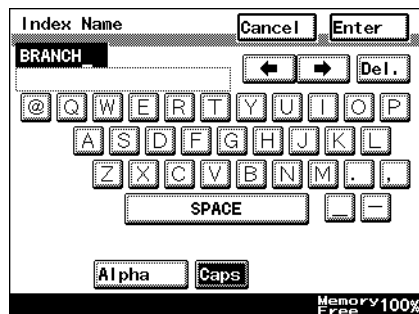


### Changing Index Names

- 1 Perform steps 1 to 4 in “How to Register Indexes” on page 6-2.
- 2 Select the index key to be changed.

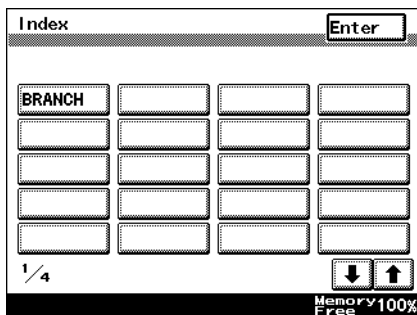


- 3 Use the left and right arrow keys to the characters you want to change and touch [Del.].
- 4 Enter the new index name.
- 5 Touch [Enter].

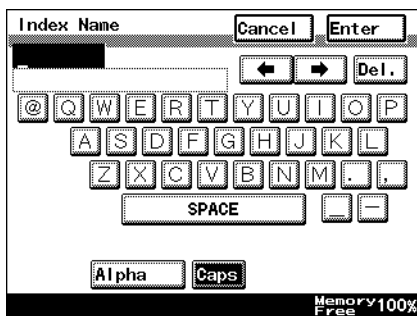


## Deleting Index Names

- 1 Perform steps 1 to 4 in “How to Register Indexes” on page 6-2.
- 2 Select the index key to be deleted.



- 3 Use the [C] key to delete the index name.



- 4 Touch [Enter].



### Note

When an index is deleted, the one-touch keys registered in that index are not deleted.

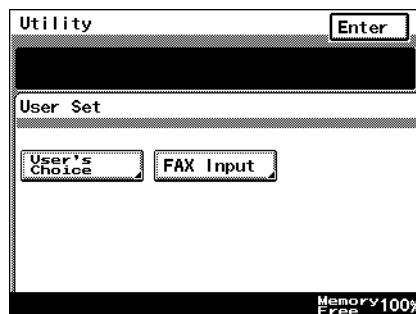
## 6.2 One-Touch Dial Number Registration

Before using the [One-Touch] to send a fax, the recipient must be registered.

Tab	Parameter	Setting Details
Dest.	Destination Name	Type in the name of the destination.
	Destination Number	Type in a number up to 64 digits long for the recipient number.
	Communication Mode	Specify the communication mode.
Mode 1	Overseas	For overseas transmissions, select [ON].
	Speed	Select the communication speed.
Mode 2	F-CODE (SUB)	Type in the F code (SUB).
	F-CODE (SEP)	Type in the F code (SEP).
	F-CODE (SID/PWD)	Type in the F code (SID/PWD).
One-Touch	One-Touch Copy	The selected one-touch key can be copied.

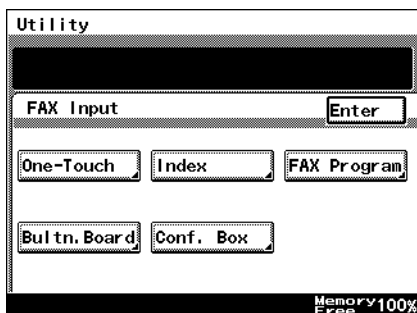
### How to Register One-Touch Keys

- 1 Press the [Utility] key.
- 2 After touching [User Set], touch [FAX Input].



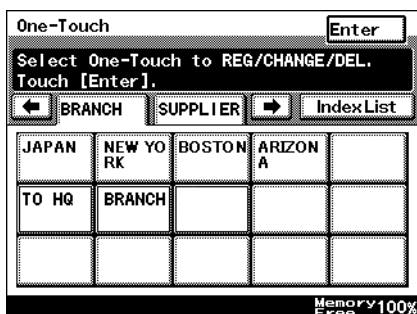


## 3 Touch [One-Touch].



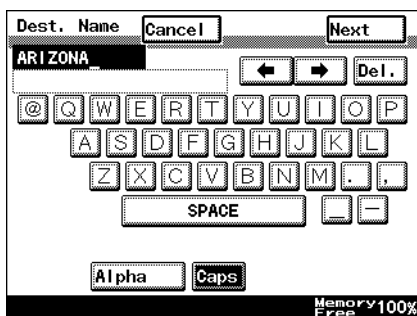
## 4 Press the one-touch key you want to register.

- Up to 540 recipients can be registered.
- When an arrow key or [Index List] is touched, the next One-Touch screen is displayed.



## 5 Enter the recipient's name to display on the one-touch key, and touch [Next].

- See "Character Input and Registration" on page 6-33 for instructions on character input.
- Up to 12 characters may be input.



- 6 Select the communication mode, and touch [Next].

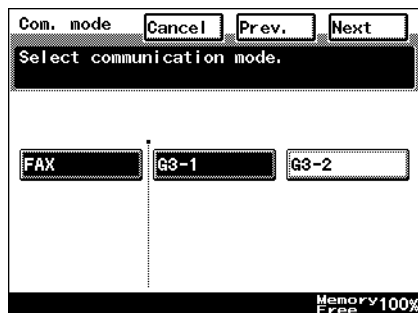
- Select [G3-1] if port 1 is being used.
- Select [G3-2] if port 2 is being used.



**Tip**

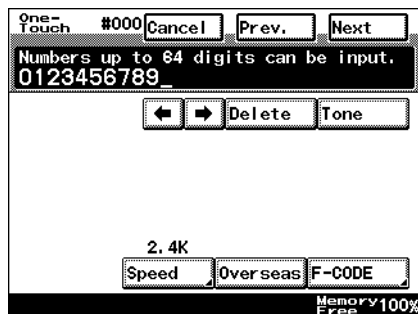
Keys [G3-1] and [G3-2] display when the multi-port option is installed.

If the multi-port option is not installed, the [G3] key displays.

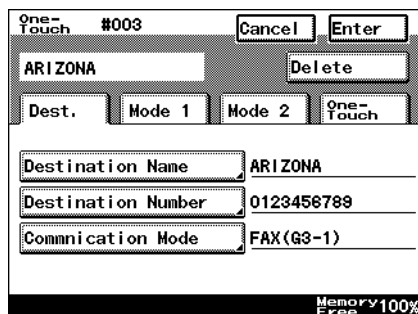


- 7 Enter the recipient's telephone name with the 10-Key Pad, and touch [Next].

- Touch [Pause] to allow a wait time of about 3 seconds.



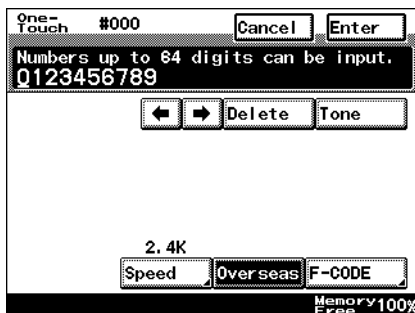
- 8 After verifying the entered information, touch [Enter].



## Registering Overseas Recipients

1 Perform steps 1 to 7 in “How to Register One-Touch Keys” on page 6-5.

2 Enter the recipient’s telephone number with the 10-Key Pad, and touch [Overseas].



3 Touch [Next].

4 After verifying the registration information, touch [Enter].

## Registering F-CODEs

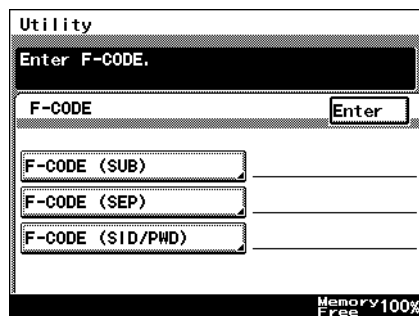
- 1 Perform steps 1 to 7 in “How to Register One-Touch Keys” on page 6-5.

- 2 Enter the recipient's telephone number with the 10-Key Pad, and touch [F-CODE].

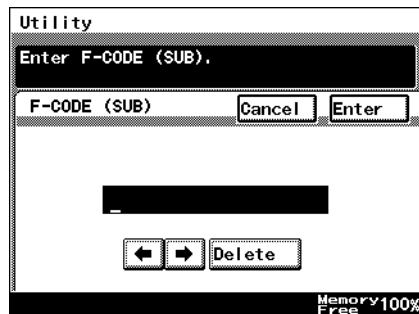


- 3 Select the desired item from the list with [F-CODE (SUB)], [F-CODE (SEP)] and [F-CODE (SID/PWD)].

- Refer to “User Manual: FAX Operation, Using the Document Function, Concerning F-CODEs” for details on F-CODEs.



- 4 Enter the F-CODE with the 10-Key Pad, and touch [Enter].

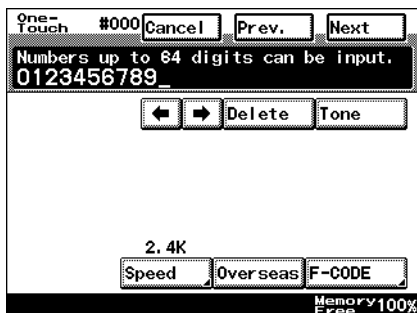




- 5 Touch [Enter], and then [Next] in the next screen.
- 6 After verifying the registration information, touch [Enter].

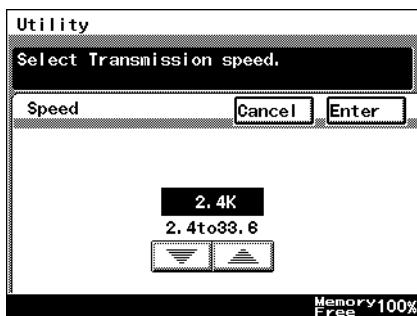
## Setting the Communication Speed

1 Perform steps 1 to 7 in “How to Register One-Touch Keys” on page 6-5.

2 Enter the recipient's telephone number with the 10-Key Pad, and touch [Speed].



3 Select the communication speed with the  and  keys, and touch [Enter].



4 Touch [Next].

5 After verifying the registration information, touch [Enter].

## Changing and Deleting One-Touch Keys

- 1 Perform steps 1 to 3 “How to Register One-Touch Keys” on page 6-5.
- 2 Press the one-touch key you want to change or delete.
- 3 Select the key for the item you want to change and change the information.  
To delete, touch [Delete].

The screenshot shows a screen titled "One-Touch #003". At the top right are "Cancel" and "Enter" buttons. Below the title is a text field containing "ARIZONA" and a "Delete" button to its right. Below this is a row of four buttons: "Dest.", "Mode 1", "Mode 2", and "One-Touch". The main area contains three rows of fields: "Destination Name" with the value "ARIZONA", "Destination Number" with the value "0123456789", and "Communication Mode" with the value "FAX(G3-1)". At the bottom right, it says "Memory 100% Free".

- 4 After verifying the registration information, touch [Enter].

## How to Copy One-Touch Keys

- 1 Perform steps 1 through 3 of the procedure “How to Register One-Touch Keys” on page 6-5, and then select the one-touch key to be copied.
- 2 Select the one-touch key to be copied from the One-Touch screen, and touch [One-Touch Copy].

One-Touch #003 Cancel Enter

ARIZONA Delete

Dest. Mode 1 Mode 2 One-Touch

Destination Name ARIZONA

Destination Number 0123456789

Communication Mode FAX (G3-1)

Memory Free 100%

One-Touch #003 Cancel Enter

ARIZONA Delete

Dest. Mode 1 Mode 2 One-Touch

One-Touch Copy

Memory Free 100%

- 3 Touch the key you want to copy from.

One-Touch Copy Cancel Enter

Select One-Touch key to be copied.

BRANCH SUPPLIER IndexList

JAPAN	NEW YORK	BOSTON	ARIZONA	
TO HQ	BRANCH			

Memory Free 100%

- 4 After verifying the copy operation, touch [Enter].

One-Touch Copy Cancel Enter

Touch [Enter].

← BRANCH SUPPLIER → IndexList

JAPAN	NEW YORK	BOSTON	ARIZONA	
TO HQ	BRANCH	ARIZONA		

Memory 100% Free



## 6.3 FAX Program Registration

This function is convenient for registering recipient information and transmission settings if multiple transmissions with specific settings are to be performed.

If functions (resolution, 2in1 transmission, etc.) to be used during transmission are registered with the fax program, specifying the settings is possible only if that fax program key is selected.

If multiple recipients are registered with a fax program, transmission is possible only if that key is selected.

If a time is specified, the transmission can be performed every day at the set time.

Available Programs	
Transmission Program	The following information is registered: Quality, density, zoom, scan area, sequential data transmission, real-time transmission, Prioritized transmission, designated transmission time, TSI record, destination inclusion, activity report, remote copy, password transmission, 2 in 1 transmission, two-sided transmission, rotated transmission, completed stamp
Post Program	Register a time to batch transmit multiple originals.
Polling Reception Program	Register a time for polling reception.



### Tip

*Up to 30 FAX programs can be registered.*

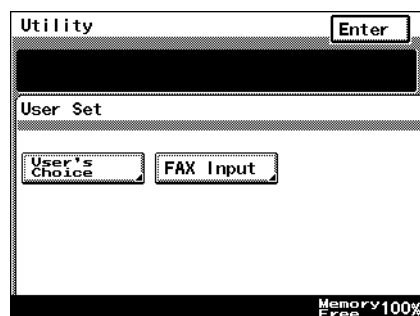
*A total of 540 FAX and one-touch keys can also be registered.*

*In order to specify a recipient for a FAX program, the recipient must have been registered as a one-touch key in advance. (For details, refer to page 6-5.)*

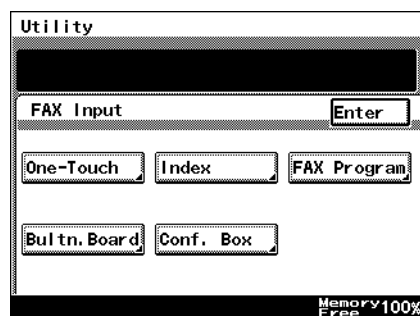
## Registering Transmission Programs

### How to Register FAX Programs

- 1 Press the [Utility] key.
- 2 After touching [User Set], touch [FAX Input].

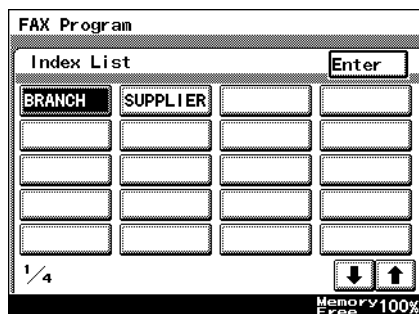
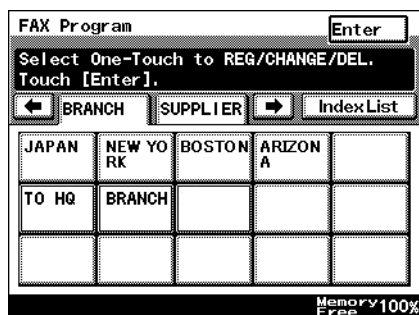


- 3 Touch [FAX Program].



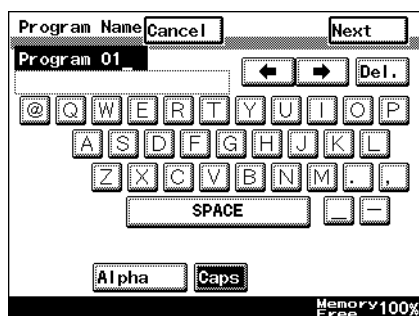
- 4 Select the fax program key you want to register.

- Touch the [←], [→], an index key or [Index List] to select an unregistered one-touch key.

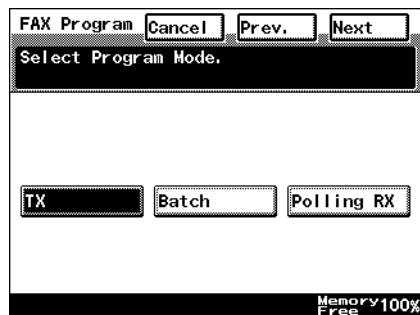


- 5 Enter the program name to display on the FAX program key, and touch [Next].

- See “Character Input and Registration” on page 6-33 for instructions on character input.
- Up to 12 characters may be input.



- 6 Select [TX], and touch [Next].



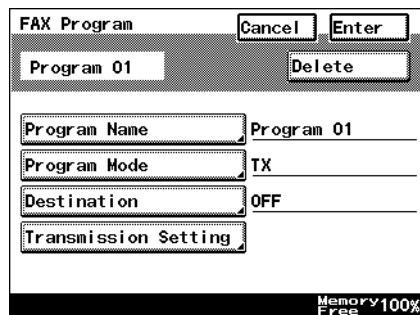
- 7 Designate the destination.

- To use a one-touch key, touch [One-Touch] for the destination, and then touch [Enter].
- To using a name search, touch [Search], specify the destination, and then touch [Enter].
- To register a sequential data transmission, designate all transmission destinations. Up to a maximum of 300 destinations can be specified.
- If the desired destination is not registered, touch [No Dest.].



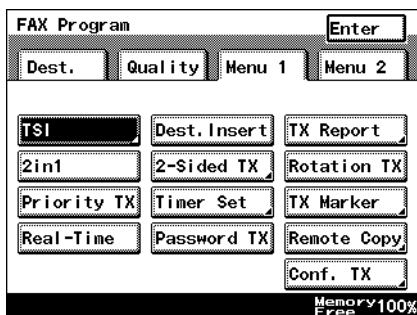
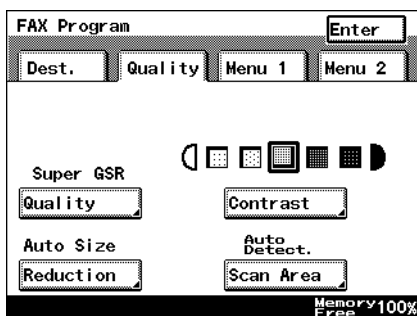
- 8 Touch [Next].

- 9 Touch [Transmission Setting].



**10** Specify the function you want to register.

- The quality, zoom, density and scan range can be specified in the “Quality/Zoom” screen.
- The following functions can be specified in the “Communication Menu” screen.
  - TSI
  - Dest. Insert
  - TX Report
  - 2 in 1
  - 2-Sided TX
  - Rotation TX
  - Priority TX
  - Timer Set
  - TX Marker
  - Real-Time
  - Password TX
  - Remote Copy
  - Conf. TX



#### Note

*Timer Set (designated time transmission) and Real-Time (real-time transmission) cannot be specified at the same time.*

*Only one destination can be designated with real-time transmission. If more are designated, real-time transmission will be cancelled.*

*This is also true for Priority TX (prioritized transmission).*

*The zoom is set to auto for 2 in 1 transmission.*

**11** After selecting all the desired functions, touch [Enter].

- 12** After verifying the entered information, touch [Enter].

FAX Program

Cancel Enter

Program 01 Delete

Program Name Program 01

Program Mode TX

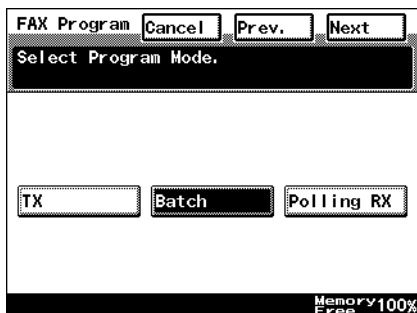
Destination OFF

Transmission Setting

Memory 100% Free

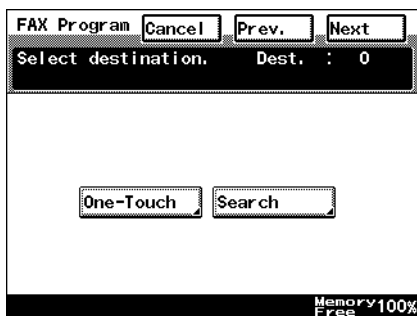
## How to Register Post Programs

- 1 Perform steps 1 to 6 in "How to Register FAX Programs" on page 6-15.
- 2 Select [Batch], and touch [Next].



- 3 Designate the destination.

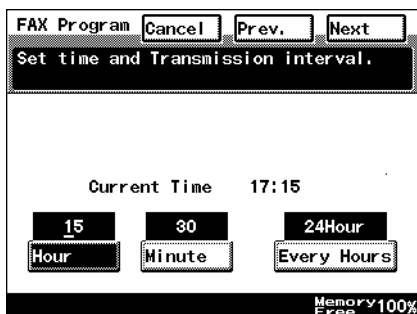
- To use a one-touch key, touch [One-Touch] for the destination, and then touch [Enter].
- To using a name search, touch [Search] key, specify the destination, and then touch [Enter].



- 4 Press the [Next] key.

- 5 Set the transmission time and interval.

- Touch [Hour], and enter using the 10-Key Pad. (Use 24-hour notation (military time) to enter the hour.)
- Touch [Minute], and enter using the 10-Key Pad.
- Touch [Every Hours], and enter using the 10-Key Pad. (Specify how often to transmit using an interval from 01 to 24.)



- 6 Touch [Next].
- 7 Touch [Transmission Setting].

FAX Program

Cancel Enter

Program 01 Delete

Program Name Program 01

Program Mode Batch

Destination OneTouch1

Transmission Setting

Memory 100% Free

- 8 Specify the function you want to register.

- The quality, zoom, density and scan range can be specified in the “Quality/Zoom” screen.
- The following functions can be specified in the “Communication Menu” screen.
  - TSI
  - Dest. Insert
  - TX Report
  - 2 in 1
  - 2-Sided TX
  - Rotation TX
  - TX Marker
  - Password TX



#### Note

The zoom is set to auto for 2 in 1 transmission.

FAX Program

Enter

Dest. Quality Menu 1 Menu 2

Super GSR

Quality Contrast

Auto Size Auto Detect.

Reduction Scan Area

Memory 100% Free

FAX Program

Enter

Dest. Quality Menu 1 Time

TSI Dest. Insert TX Report

2in1 2-Sided TX Rotation TX

TX Marker

Password TX

Memory 100% Free

- 9 After selecting all the desired functions, touch [Enter].



- 10 After verifying the entered information, touch [Enter].

FAX Program Cancel Enter

Program 01 Delete

Program Name Program 01

Program Mode Batch

Destination OneTouch1

Transmission Setting

Memory Free 100%

### How to Register Polling Reception Programs

- 1 Perform steps 1 to 6 in “How to Register FAX Programs” on page 6-15.
- 2 Select [Polling RX], and touch [Next].

FAX Program Cancel Prev. Next

Select Program Mode.

TX Batch Polling RX

Memory Free 100%

- 3 Designate the destination.
  - To use a one-touch key, press the [One-Touch] key for the destination, and then touch [Enter].
  - To using a name search, touch [Search], specify the destination, and then touch [Enter].
- 4 Touch [Next].

FAX Program Cancel Prev. Next

Select destination. Dest. : 0

One-Touch Search

Memory Free 100%

## 5 Touch [Timer Set].

FAX Program

Cancel Enter

Program 01 Delete

Program Name Program 01

Program Mode Polling RX

Destination OneTouch1

Timer Set Timer OFF

Memory 100% Free

## 6 Specify the time for to perform polling reception.

- Touch [Hour], and enter using the 10-Key Pad.  
(Use 24-hour notation (military time) to enter the hour.)
- Touch [Minute], and enter using the 10-Key Pad.
- Touch [No Setting] when not designating a time.

FAX Program

Enter

Destination Timer Set

No Setting

Current Time 20:33

15 30

Hour Minute

Memory 100% Free

## 7 Touch [Enter].

## 8 After verifying the entered information, touch [Enter].

FAX Program

Cancel Enter

Program 01 Delete

Program Name Program 01

Program Mode Polling RX

Destination OneTouch1

Timer Set Timer OFF

Memory 100% Free

## How to Change or Delete a FAX Program

- 1 Perform steps 1 to 6 in “How to Register FAX Programs” on page 6-15.
- 2 Touch [FAX program] you want to change or delete.
- 3 Select the key for the item you want to change and change the information.
  - Touch [Delete] to delete the program.

**Note**

*If the program type is changed, the registered contents of the program are deleted.*

*When [Delete] is touched, a confirmation screen displays. Touch [Yes] to delete.*

- 4 Touch [Enter].

## 6.4 Setting up Bulletin Boards

If the F code registered for the bulletin board is specified, documents on this copier's bulletin board can be retrieved by other fax machines.

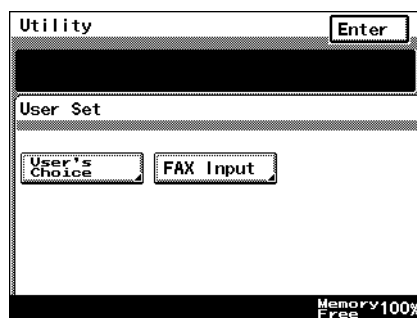
### How to Set up Bulletin Boards

Before registering text to a bulletin board, it must be set up. This section describes how to set up bulletin boards.

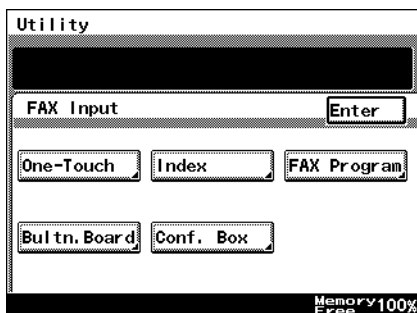
Registration Items	
Bulletin board number	Select the bulletin board number (1 to 10) to register text to. Up to 10 boards may be created.
F CODE	The F Code for each bulletin board is registered separately. Up to 20 characters may be entered consisting of 0 to 9, # and *.
F CODE password	The passwords required to post to the bulletin boards are registered separately for each board. Up to 20 characters may be entered consisting of 0 to 9, # and *.
Title	Each bulletin board may be given a name. Up to 16 characters may be input.
Remote Input Check	This sets whether a password is required to post to a bulletin board. The initial value is [Yes].
Remote Output Check	This sets whether a password is required to read text on a bulletin board. The initial value is [No].

For details on using the bulletin boards, refer to "Using the Document Functions" in the Fax Operations volume.

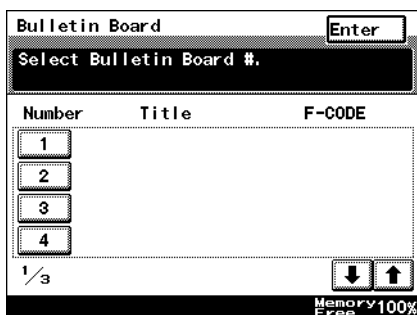
- 1 Press the [Utility] key.
- 2 After touching [User Set], touch [FAX Input].



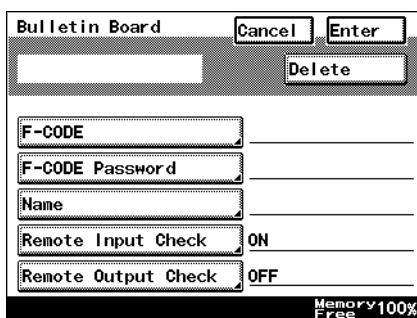
- 3 Touch [Bultn. Board].



- 4 Select the desired bulletin board number.

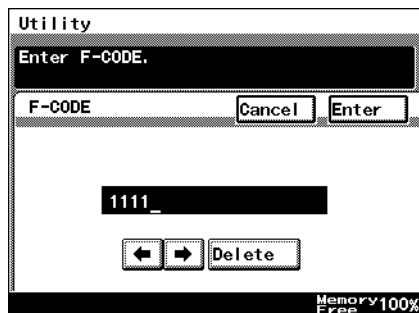


- 5 Touch the key for the bulletin board you want to register.

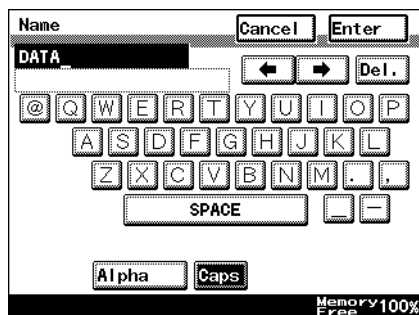


- 6 Set the information you want to register.

- **To register an F code:**  
Enter with the 10-Key Pad, and touch [Enter].



- **To register a title:**  
Enter the title, and touch [Enter] key.  
See "Character Input and Registration" on page 6-33 for instructions on character input.



- **To set the remote input check:**  
Select the desired setting, and touch [Enter] key.



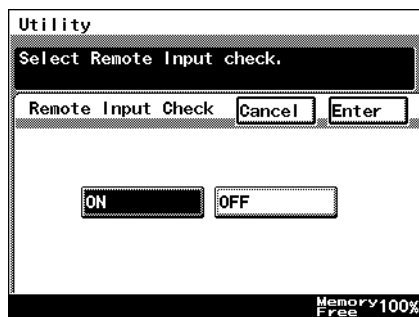
**Tip**

*The [F-CODE Password] is set the same way.*

*To correct an entry, either use [←] and [→] arrows to move the cursor and input, or press the [C] key and re-input.*

*When [Delete] is touched, the character on the cursor is deleted.*

*When [Cancel] is touched, the screen returns to the state before registration began.*



**Tip**

*The [Remote Output Check] is set the same way.*

- 7 After verifying the entered information, touch [Enter].

Bulletin Board		Cancel	Enter
DATA		Delete	
F-CODE	1111		
F-CODE Password	****		
Name	DATA		
Remote Input Check	ON		
Remote Output Check	OFF		
		Memory 100% Free	

## 6.5 Registering Confidential Boxes

Since a password can be specified for confidential boxes, faxes can safely be sent and received.

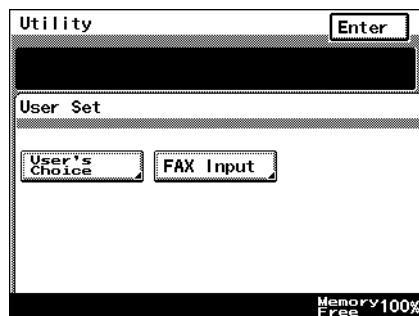
For details on using the bulletin boards, refer to “Using the Document Functions” in the Fax Operations volume.

### How to Register Confidential Boxes

Before saving a document to a confidential box, the box has to be registered. This section describes how to register confidential boxes.

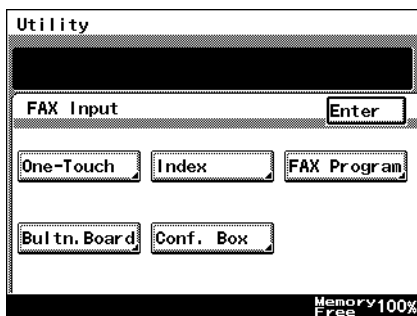
Registration Items	
Box name	Registers the name for the confidential box. Up to 8 characters may be input.
F-Code	Registers the F-code that specifies the confidential box. Up to 20 characters may be entered consisting of 0 to 9, # and *.
F-code password	Registers the password for the confidential box. Up to 20 characters may be entered consisting of 0 to 9, # and *.
Remote Input Check	This sets whether a password is required to receive documents in the confidential box. The initial value is [No].

- 1 Press the [Utility] key.
- 2 Touch [User Set], and then touch [User's Choice].

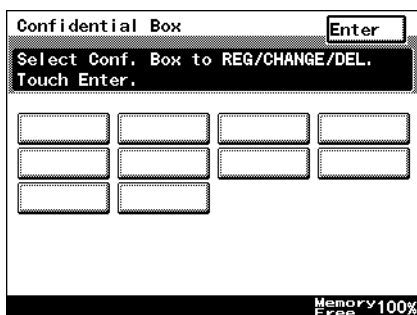




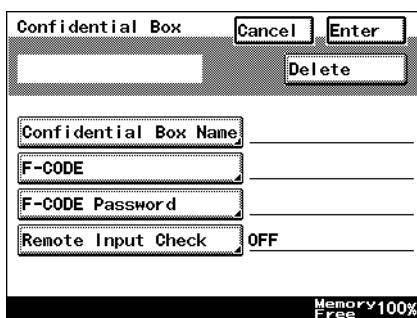
- 3 Touch [Conf. Box].



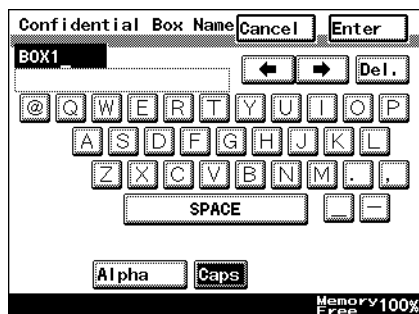
- 4 Select the confidential box.



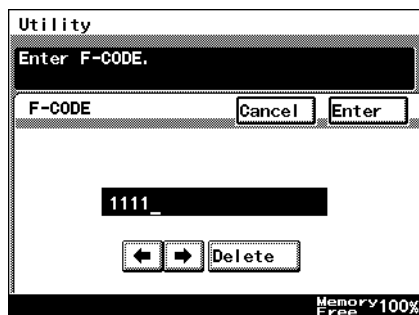
- 5 Touch the key for the box you want to register.



- 6 Set the information you want to register.
- **To register a box name:**  
Enter the box name, and touch [Enter].  
See “Character Input and Registration” on page 6-33 for instructions on character input.



- **To register an F-code:**  
Enter with the 10-Key Pad, and touch [Enter].



- **To set the remote input check:**  
Select the desired setting, and touch [Enter].



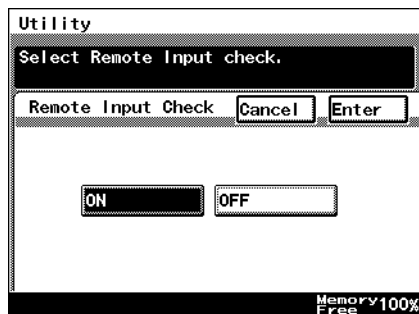
### Tip

The [F-CODE Password] is set the same way.

To correct an entry, either use the [←] and [→] arrows to move the cursor and input, or press the [C] key and re-input.

When [Delete] is touched, the character on the cursor is deleted.

When [Cancel] is touched, the screen returns to the state before registration began.



- 7 After verifying the entered information, touch [Enter].



**Tip**

*To continue registering confidential boxes, repeat steps 4 to 7.*

Confidential Box		Cancel	Enter
BOX1		Delete	
Confidential Box Name	BOX1		
F-CODE	1111		
F-CODE Password	****		
Remote Input Check	OFF		
Memory Free 100%			

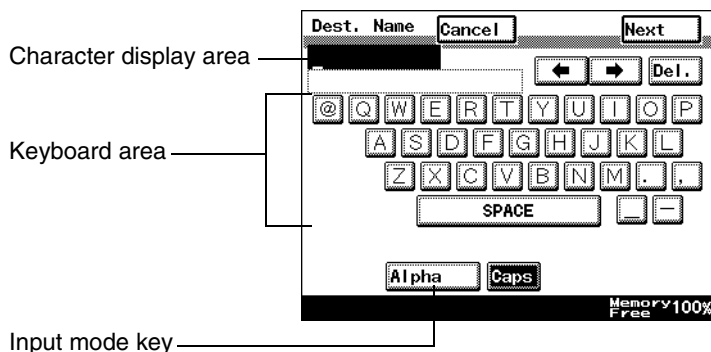
## 6.6 Character Input and Registration

### About Character Input

This section describes how to input text when registering a TSI name or registering the recipient's name to a one-touch dial key.

### About the Character Input Screen

This is for inputting characters.



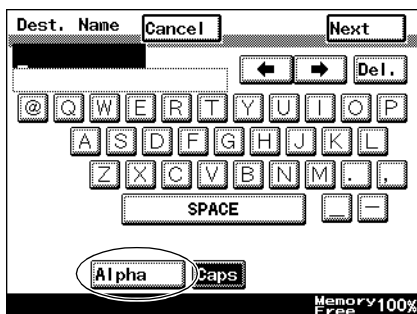
Key	Function
← and → keys	These keys move the cursor to the left and right within the character display area.
Delete key	This deletes the character at the cursor position.
Input mode key	Displays the current input mode. Press this key to select a different character input mode.

## Inputting Alphanumerics

1 Bring up the character input screen.

2 Change the input mode to [Alpha].

- Check what the input mode key displays, and if does not show [Alpha], touch the key.

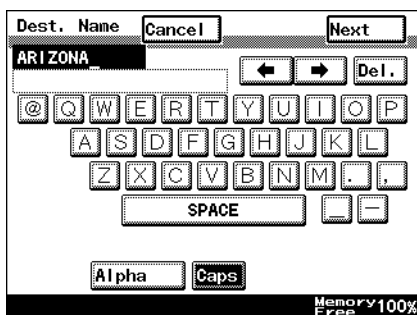


Input mode key

3 Use the regular keyboard to enter letters.

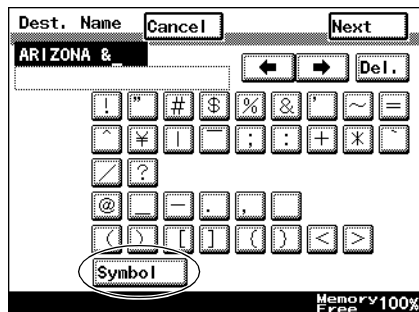
Use the 10-Key Pad to input numbers.

- Double check to make sure the characters displayed in the character display area are correct.
- To correct inputted characters, move the cursor to the desired position with the [←] and [→] keys, delete using the [Del.], and enter the correct characters.
- To switch between capital and small letters, touch [Caps]. When the [Caps] key is ON, it is displayed as reversed video (white letters on a black background).



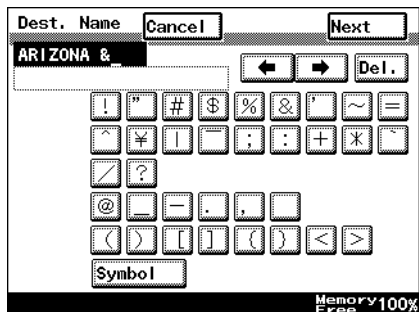
## Inputting Symbols

- 1 Bring up the character input screen.
- 2 Change the input mode to [Symbol].
  - Check what the input mode key displays, and if it does not show [Symbol], touch the key.



Input mode key

- 3 Use the keyboard to enter letters. Use the 10-Key Pad to input numbers.
  - Double check to make sure the characters displayed in the character display area are correct.
  - To correct inputted characters, move the cursor to the desired position with the [←] and [→] keys, delete using the [Del.], and enter the correct characters.





---

# ***Reports and Lists***

---

# **7**



## 7.1 How to Use Reports and Lists

Reports to check the use status of the machine such as sending and receiving reports, and lists to check the details of registered items can be output.



### Note

*If account management is specified, the Report screen does not appear after [Reports] is touched.*

*First, press the [Access] key, and then log in.*

*For details, refer to the “Basic Copy Operation” in the Basic Operation volume.*

### Verifiable Items

Reports and Lists	Details
Transmission Activity Report	Outputs transmission details.
Receiving Activity Report	Outputs received transmission details.
One-Touch List	Outputs the contents of registered one-touch dial keys.
FAX Program List	Outputs the contents of registered FAX programs.
Bulletin Board List	Outputs text registered to bulletin boards that have been set up.
Confidential List	Outputs the contents registered to confidential boxes.
Account List*	Outputs department information that has been set up.
Settings Lists*	Outputs details of the settings for different functions.
Forwarding List*	Outputs the conditions for forwarding.

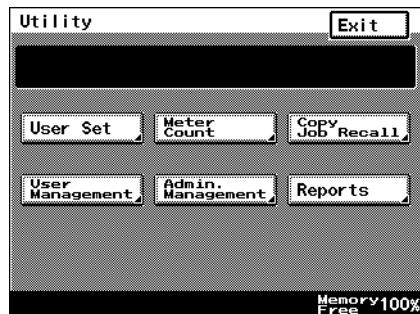
\* This can be confirmed by outputting an administrator report. However, this can only be carried out by an administrator.

## 7.2 Confirming Transmission Details

The Transmission Activity Report can be used to verify document numbers, transmission start times, time for transmission, destination, mode, no. of completed transmissions, transmission results and other information.

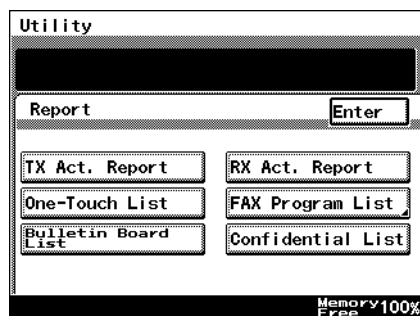
### How to Output Transmission Activity Reports

- 1 Press the [Utility] key.
- 2 Touch [Reports].



- 3 Touch [TX Act. Report].

The TX Activity Report is printed out.



## Report Details

**TSI Date and Time of Report**

2003 APR 23 (WED) 11:32  
CHICAGO

P.1

**ACTIVITY REPORT (TX)**

DOCUMENT #	TIME SENT	DESTINATION	MODE	PAGES	RESULT	ACCOUNT NAME
6514316-763	APR 21 20:32	123456789	ECM 1	2	F.MEM	SALES
6514316-764	APR 21 21:00	NEW YORK	G3 B 1	1	OK	MKTING
6514316-765	APR 22 9:18	123123123	ECM P 1	1	OK	SALES
6514316-766	APR 22 9:55	BOSTON	ECM B 1	2	OK	SALES
6514316-767	APR 22 10:03	987698765	G3 1	2	OK	HQ
6514316-768	APR 22 14:00	ARIZONA	ECM 1	1	OK	SALES

**Communications Mode**  
ECM: ECM mode  
G3: G3 mode  
BR: Broadcast transmission

**Transmission Functions**  
B: Batch transmission  
C: Confidential communications  
P: Polling communications  
I: Individual login  
F: Forwarding  
Blank: General transmission  
(other than the above)

**Number of Pages Transmitted**  
indicating the number of successfully  
transmitted documents

**Account's name used**

**Line Port Used**  
1: When Port1 is used (Optional)  
2: When Port2 is used (Optional)  
Blank: Single port

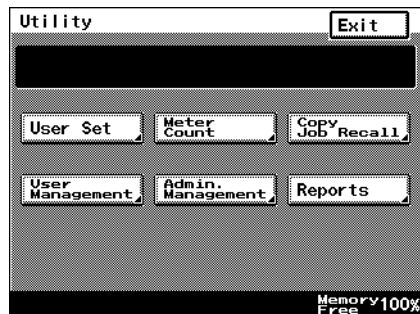
Result	Details of Communications Status
OK	Transmitted normally.
BUSY	Destination is engaged. The line is busy.
NO ANS	The destination is unable to receive. The destination does not answer the telephone.
INTERR	Communications are suspended.
F.MEM	The memory is full.
NG	Communications with all destinations were unsuccessful.
PT.DEL	Some communications were unsuccessful.
IMG NG	Communication quality of image is coarse.

## 7.3 Confirming Receiving Details

The Receiving Activity Report can be used to verify document numbers, receiving start times, time for transmission, destination, mode, no. of pages received, transmission results and other information.

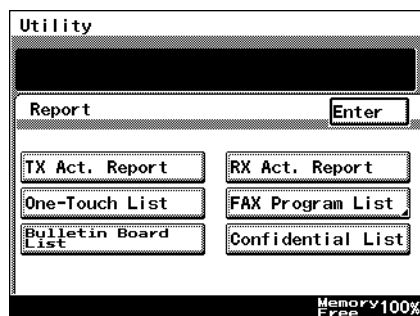
### How to Output Receiving Activity Reports

- 1 Press the [Utility] key.
- 2 Touch [Reports].



- 3 Touch [RX Act. Report].

The RX Activity Report is printed out.



## Report Details

**TSI Date and Time of Report**

2003 APR 23 (WED) 11:32  
CHICAGO

P.1

DOCUMENT #	TIME RCVD	DURATION	DESTINATION	MODE	PAGES	RESULT	ACCOUNT NAME
3714316-753	APR 21 20:32	49"	NEW YORK	G.3	1	2	F.MEM
3502268-511	APR 21 21:00	28"	123451234	G.3	P 1	1	OK
3714316-753	APR 22 9:18	26"	BOSTON	ECM	1	1	OK
3714316-756	APR 22 9:55	48"	987654321	ECM	1	2	OK
6263361-236	APR 22 10:03	50"	987698765	G.3	1	2	OK
5114316-768	APR 22 14:00	25"	ABCDEF	ECM	1	1	OK

**Communications Mode**  
ECM: ECM mode  
G3: G3 mode

**Reception Functions**  
B: Batch transmission  
C: Confidential communications  
P: Polling communications  
I: Individual login  
F: Forwarding  
Blank: General reception  
(other than the above)

**Line Port Used**  
1: When Port1 is used (Optional)  
2: When Port2 is used (Optional)  
Blank: Single port

**Number of Pages Printed**  
Indicating the number of pages printed

**Account's name used**

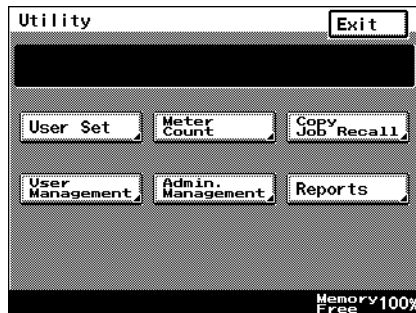
Result	Details of Communications Status
OK	Transmitted normally.
BUSY	Destination is engaged. The line is busy.
NO ANS	The destination is unable to receive. The destination does not answer the telephone.
INTERR	Communications are suspended.
F.MEM	The memory is full.
NG	Communications with the destinations was unsuccessful.
B.PRT	Under printing
IMG NG	Communication quality of image is coarse.

## 7.4 Confirming the Information Registered to One-Touch Dial Keys

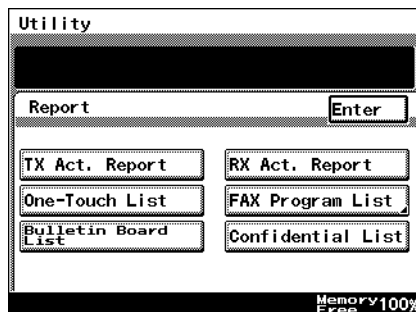
The destinations registered to one-touch dial keys can be outputted for verification.

### How to Output One-Touch Lists

- 1 Press the [Utility] key.
- 2 Touch [Reports].



- 3 Touch [One-Touch List].  
The One-Touch List is printed out.



## List Details

**TSI Date and Time of Report**

2003 APR 23 (WED) 11:32  
CHICAGO

P.1

INDEX	No.	DESTINATION	DEST. NUMBER	COM. MODE
BRANCH	#000	JAPAN	TEL :123456789 SUB :12345 SEP :12345 SID/PWD :	G3
BRANCH	#001	NEW YORK	TEL :123451234 SUB :23456 SEP :23456 SID/PWD :	G3
BRANCH	#002	BOSTON	TEL :123123123 SUB :34567 SEP :34567 SID/PWD :	G3

**Registered details of the One-Touch Keys**

**Communications Mode**

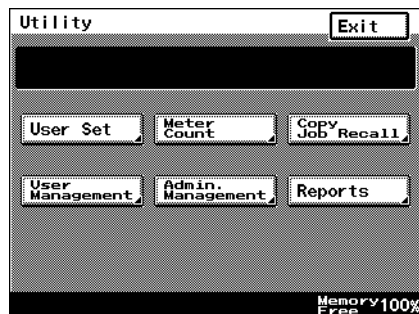
G3 Used for transmissions to G3 facsimiles  
G3-1 Used for transmissions to G3 facsimiles from port 1 (optional)  
G3-2 Used for transmissions to G3 facsimiles from port 2 (optional)

## 7.5 Confirming the Contents Registered to FAX Programs

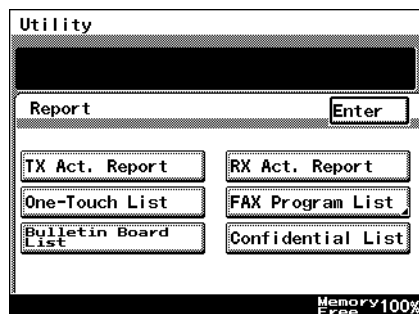
The contents of transmission settings registered to one-touch programs (FAX programs) is output in a list for verification.

### How to Output FAX Program Lists

- 1 Press the [Utility] key.
- 2 Touch [Reports].



- 3 Touch [FAX Program List].





- 4 Select the FAX program key you want to print out.

The FAX Program List is printed out.

**FAX Program List** [Enter]

Select FAX Prog. to be output.

[←] **BRANCH** **SUPPLIER** [→] **IndexList**

JAPAN	NEW YORK	BOSTON	ARIZONA	
TO HQ	BRANCH			
				GROUP1

Memory Free 100%

### List Details

TSI Date and Time of Report

P.1

**FAX PROGRAM LIST**

2003 APR 7 (MON)11:29

PROGRAM NAME : AAA  
 YOMIGANA : (AAA)  
 INDEX :  
 PROGRAM MODE : TX

TSI SELECTION: 1 ( )  
 SUBJECT : NONE  
 REPLY E-MAIL : NONE  
 FILE NAME :  
 2-SIDED TX : OFF  
 QUALITY : STANDARD  
 REDUCTION : AUTO  
 ROTATION TX : ON  
 PRIORITY TX : OFF  
 PASSWORD TX : OFF  
 BATCH TIME : OFF

CONTRAST : ☐ ☐ ☐ ☒  
 2in1 : OFF  
 TIMER : OFF  
 DEST. INSERT : ON  
 REAL-TIME : OFF  
 BATCH INTERVAL : OFF

TX MARKER : TOP&BOTTOM  
 SCAN AREA : AUTO  
 TX REPORT : DEFAULT  
 REMOTE COPY : OFF

No.	DESTINATION	No.	DESTINATION	No.	DESTINATION	No.	DESTINATION
#000	あ	#001	い	#002	う		

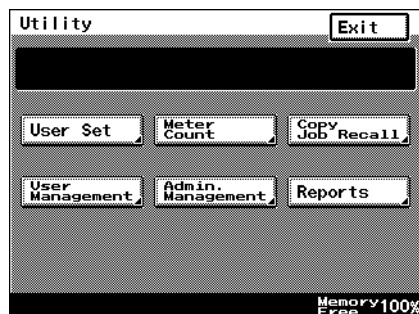
Details of communications settings registered in the facsimile programs

## 7.6 Confirming Text Registered to Bulletin Boards

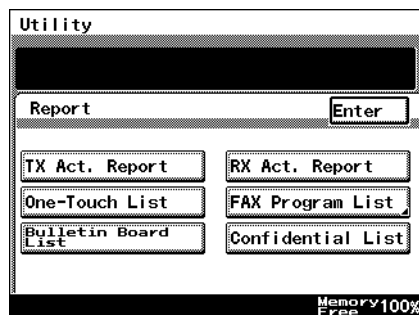
Text registered to the bulletin boards can be outputted for verification.

### How to Output the Bulletin Board List

- 1 Press the [Utility] key.
- 2 Touch [Reports].



- 3 Touch [Bulletin Board List].  
The Bulletin Board List is printed out.



# List Details

Date and Time of Report

BULLETIN BOARD LIST

F. 1

2003 APR 7 (MON) 11:25

No.	F-CODE	TITLE	TIME STORED	PAGES REG (ACCOUNT)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Title of the Registered Document

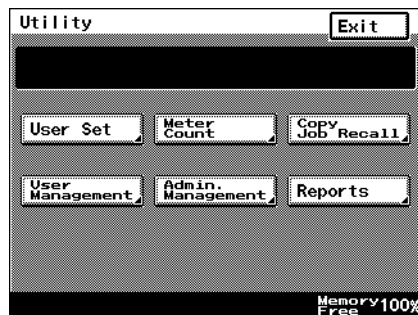
Date and Time of Document Registration

## 7.7 Confirming the Contents Registered to Confidential Boxes

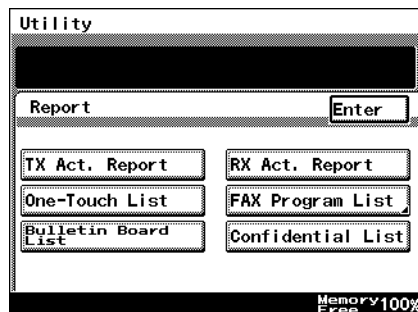
Outputs the contents registered to the confidential boxes in a list.

### How to Output the Confidential List

- 1 Press the [Utility] key.
- 2 Touch [Reports].



- 3 Touch [Confidential List].  
The Confidential List is printed out.



## List Details

Date and Time of Report			
CONFIDENTIAL LIST		P. 1	
2003 APR 7 (MON) 11:26			
CONF. BDX	F-CODE	F-CODE PASSWORD	REMOTE IN CHECK

## 7.8 Checking Account Information

If account management is specified, lists of the account information for each account can be printed.

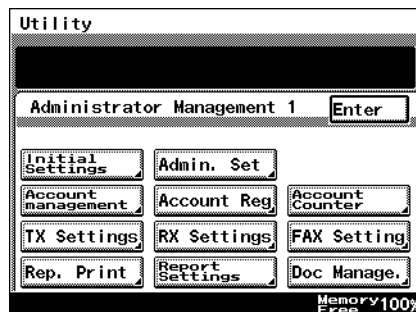


### Note

*The account lists can be viewed only if you have logged in with the administrator access code.*

### How To Output Account Lists

- 1 Press the [Utility] key.
- 2 Touch [Administrator Management], and then type in the password.
- 3 Touch [Administrator Management 1], and then touch [Rep. Print].

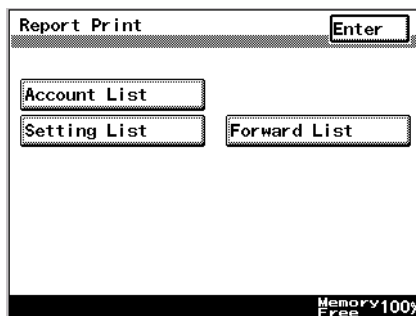


- 4 Touch either [Account List].  
The account list is printed.



### Note

*If the "Copy Track Mode" parameter on the "Copy Track" screen is set to "No", only [Setting List] and [Forward List] will appear.*



## List Details

ACCOUNT LIST					P. 1	
2003 APR 7 (MON) 11:36						
ACCOUNT NAME	ACCONT NUMBER	ACCESS NUMBER	COPIES	MAX PRT	TX	

## 7.9 Confirming the Settings of Various Functions

Outputs the information for device settings in a list for verification.

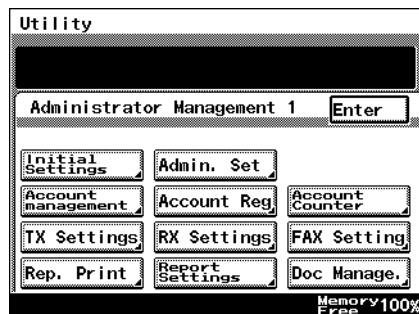


### Note

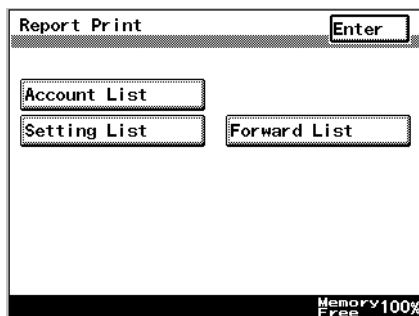
Only an administrator can output the Settings List.

### How to Output the Setting List

- 1 Press the [Utility] key.
- 2 Touch [Administrator Management] and input the password.
- 3 Touch [Administrator Management 1], and then touch [Rep. Print].



- 4 Touch [Setting List].  
The Setting List is printed out.





## List Details

SETTING LIST		P. 1
		2003 APR 7 (MON) 16:24
[USER SETTINGS]		
«USER CHOICE»		
<1>		
MEMORY RECALL	: OFF	
MIXED ORIGINAL DETECTION	: OFF	
<2>		
ORIGINAL+COPY DEFAULT	: 1SIDED-1SIDED	
AUTO PAPER/AUTO SIZE	: AUTO PAPER	
TRAY PRIORITY	: 1	
[SPECIAL PAPER]		
1st CASSETTE	: NORMAL	
2nd CASSETTE	: NORMAL	
3rd CASSETTE	: NORMAL	
4th CASSETTE	: OPTION	
BYPASS TRAY	: NORMAL	
AUTO SCALE	: ON	
<3>		
ENERGY SAVE MODE	: 15MINUTE	
SLEEP MODE SETTING	: OFF	
LCD BACK-LIGHT OFF	: 1MINUTE	
AUTO PANEL RESET	: NO SETTING	
AUTO-RESET	: ON	
<4>		
4-IN-1 COPY ORDER	: 1234	
DENSITY PRIORITY	: AUTO-TEXT+PHOTO	
DEFAULT LEVEL (COPY)	: NORMAL	
PRINT EXPOSURE	: 0	
OUTPUT PRIORITY	: NON-SORT	
:	:	
:	:	
:	:	
:	:	
:	:	

## 7.10 Confirming the Conditions for Forwarding

Confirms the conditions for forwarding when the forwarding function has been set up.

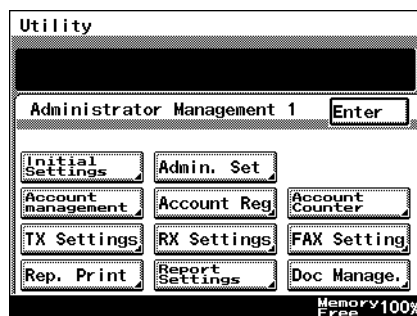


### Note

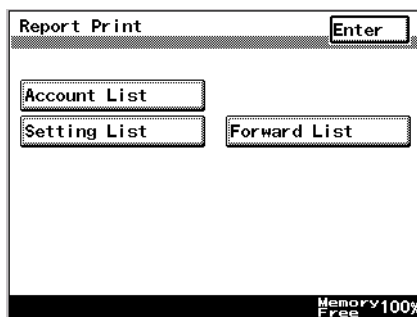
Only an administrator can output the Forwarding List.

### How to Output the Forwarding List

- 1 Press the [Utility] key.
- 2 Touch [Administrator Management] and input the password.
- 3 Touch [Administrator Management 1], and then touch [Rep. Print].



- 4 Touch [Forward List].  
The Forwarding List is printed out.



## List Details

FORWARDING LIST			F.1
2003 APR 7 (MON) 12:08			
RX INFORMATION	RX DOC.SET	FORWARDING DEST.	
• PORT : G3	DEFAULT	Destations	
• PORT : NETWORK	DEFAULT	Destations	
• PUBLIC DOC.	PRINT	Destations	

---

# ***Administrator Management Operations***

---

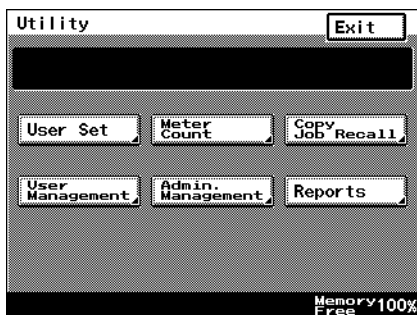
# 8

## 8.1 Administrator Management Screens

### To display the Administrator Management screens

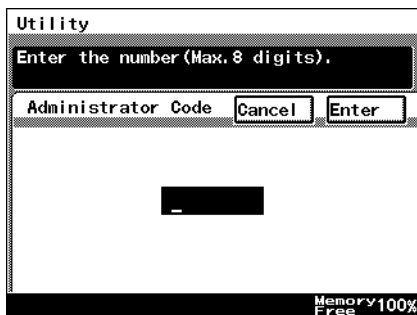
The procedure for displaying the Administrator Management screens is described below.

- 1 Press the [Utility] key.
- 2 Touch [Admin. Management].

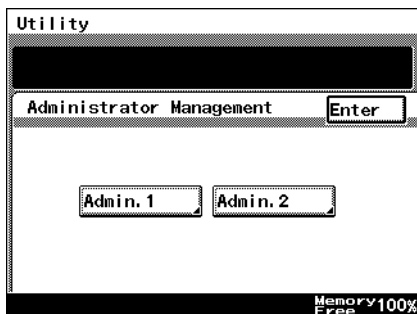


- 3 Use the 10-Key Pad to type in the administrator access code, and then touch [Enter].

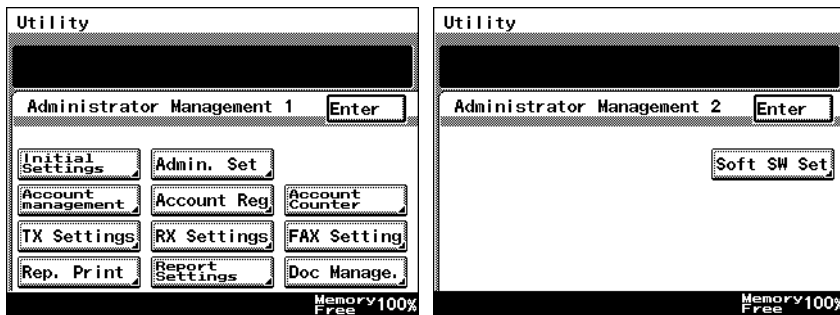
- If no administrator access code is programmed, touch [Enter] to display the Administrator Management screen.



- 4 Touch [Admin. 1] or [Admin. 2] to display the desired screen.



- 5 From the screen that appeared, touch the key for the operation that you wish to perform or the function whose setting you wish to specify.



### Note

When specifying [1000 Accounts] or [OFF] in the account management mode, neither the [Account Reg] nor the [Account Counter] keys will be displayed. Refer to “To set the Account Management Mode” on page 8-11 for details.

## 8.2 Initial Settings

### Specify the date and time

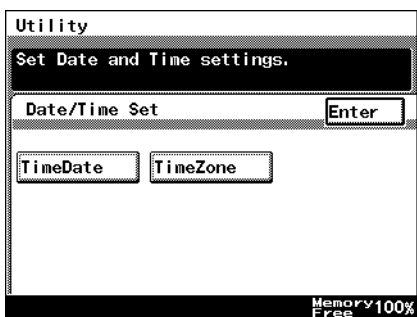
Specify the date and time so that they will be correctly recorded in the reports.

#### To set the date and time

- 1 Follow the procedure described in *“To display the Administrator Management screens” on page 8-2* to display the Administrator Management screen.
- 2 Touch [Admin. 1], and then touch [Initial Settings].
- 3 Touch [Date/Time Set].

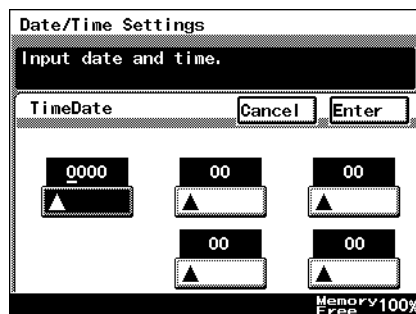


- 4 Touch [TimeDate].



- 5 Use the 10-Key Pad to type in the current date and time, and then touch [Enter].

- To re-input the entered value, press the [C] key.
- Touch the button for the year, month, day, hour or minutes, and then use the 10-Key Pad to enter the value.
- Enter four digits for the year.
- Enter the time in the 24-hour format.



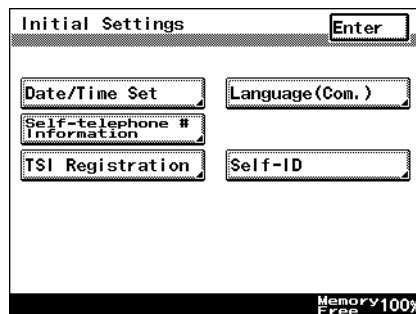
- 6 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

### Specify the time zone

Specify the time difference from Greenwich Mean Time, which is added to the header of mails that are sent.

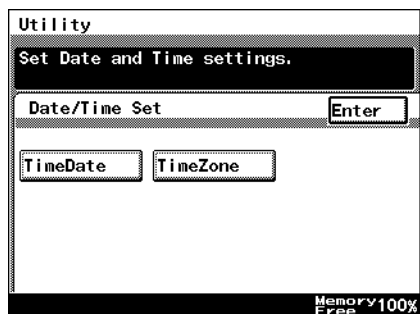
### To set the time zone



- 1 Follow the procedure described in *"To display the Administrator Management screens" on page 8-2* to display the Administrator Management screen.
- 2 Touch [Admin. 1], and then touch [Initial Settings].
- 3 Touch [Date/Time Set].



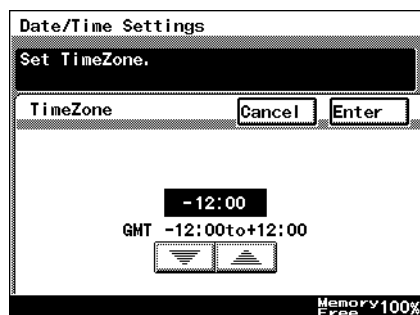


- 4 Touch [TimeZone].



- 5 Touch  and  to adjust the setting, and then touch [Enter].

- The time difference can be adjusted in 30-minute intervals.



- 6 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

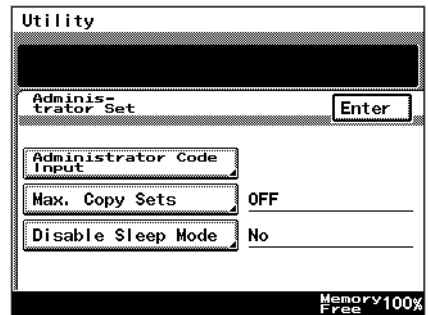
## 8.3 Administrator Settings

### Changing the administrator access code

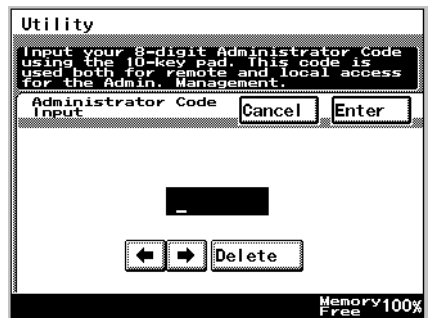
This explains the method to specify or change the administrator access code.

#### To set the administrator access code

- 1 Follow the procedure described in “To display the Administrator Management screens” on page 8-2 to display the Administrator Management screen.
- 2 Touch [Admin. 1], and then touch [Admin. Set].
- 3 Touch [Administrator Code Input].



- 4 Use the 10-Key Pad to type in the administrator access code, and then touch [Enter].
  - To change an entered value, touch [←] and [→] to move the cursor to the desired position, and then type in the new value.
  - To erase the value at the cursor's position, touch [Delete].
  - Press the [C] key to erase all entered text.
  - To return to the previous screen, touch [Cancel].
- 5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

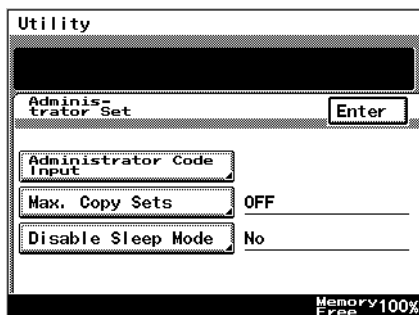


## Copy Number Limits

This is used to specify the maximum number of copies that can be printed.

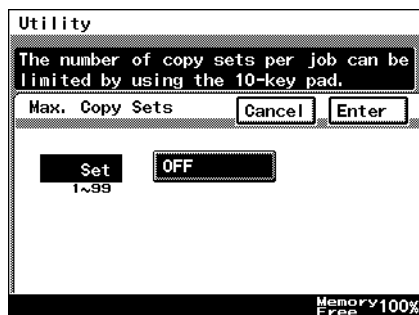
### To specify the maximum number of copies that can be printed

- 1 Follow the procedure described in “To display the Administrator Management screens” on page 8-2 to display the Administrator Management screen.
- 2 Touch [Admin. 1], and then touch [Admin. Set].
- 3 Touch [Max. Copy Sets].



- 4 Use the 10-Key Pad to specify the maximum number of copies, and then touch [Enter].

- Numbers between 1 and 99 can be specified.



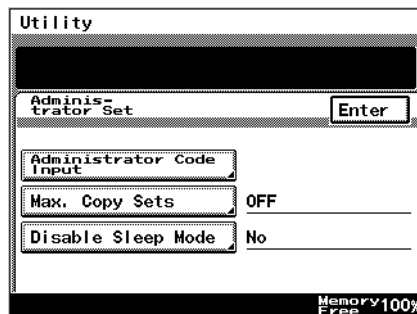
- 5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

## Disable Sleep Mode

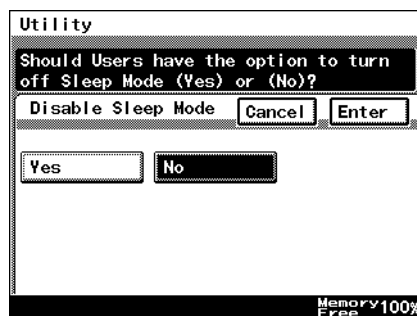
This parameter is used to disable the Sleep function, which automatically turns off the printer heater after no operation is performed for a specified length of time.

### To disable the Sleep mode

- 1 Follow the procedure described in *“To display the Administrator Management screens” on page 8-2* to display the Administrator Management screen.
- 2 Touch [Admin. 1], and then touch [Admin. Set].
- 3 Touch [Disable Sleep Mode].



- 4 Touch [Yes] or [No], and then touch [Enter].
  - If [Yes] is selected, [No Reset] appears in the screen for the “Sleep Mode Setting” function, which is available from the User’s Choice screen.



- 5 On the User’s Choice [3/6] sleep mode setting screen, select [No].
- 6 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

## 8.4 Account Management Settings

### Account Management Mode

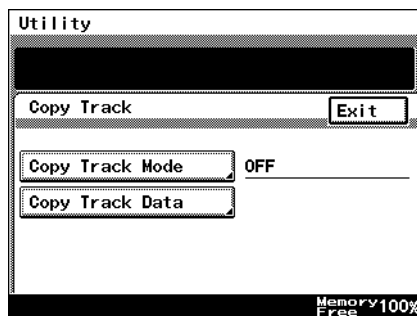
The number of copies and the number of prints can be managed per account. Additionally, users can be limited by management of accounts.

- [100 Accounts 1]  
Enter the security code to make copies. Alternatively, the following can be configured per account.
  - Account name: program or change the account name
  - Security code: program or change the security code
  - Account number: program or change the account number
  - Print upper limit: limit the maximum number of prints that can be made for each account
  - Total counter: displays the total counter value for each account. Additionally, clears the counter value
- [100 Accounts 2]  
Copies can be made whether or not they have entered the security code. Alternatively, the following can be configured per account by entering the registered access code.
  - Account name: program or change the account name
  - Registered access code: program or change the registered access code
  - Account number: program or change the account number
  - Print upper limit: limit the maximum number of prints that can be made for each account
  - Total counter: displays the total counter value for each account. Additionally, clears the counter value
- [1000 Accounts]  
Enter the account number to make copies. Additionally, the following can be configured per account.
  - Total counter: displays the total counter value for each account. Additionally, clears the counter value

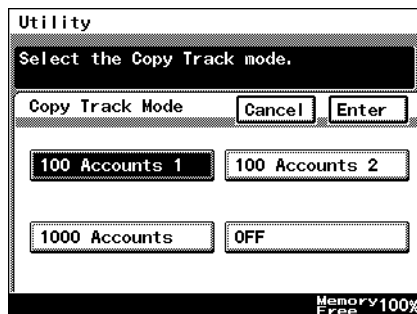
### To set the Account Management Mode

You can manage the number of pages that can be copied per account.

- 1 Follow the procedure described in “To display the Administrator Management screens” on page 8-2 to display the Administrator Management screen.
- 2 Touch [Admin. 1], and then touch [Account management].
- 3 Touch [Copy Track Mode].



- 4 Select the desired account information methods, and touch the [Enter] key.

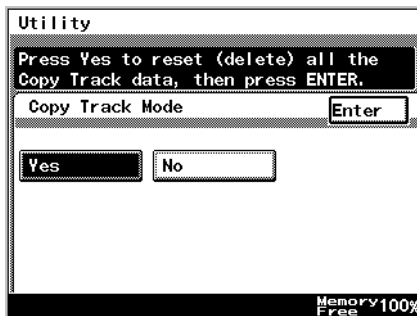


- 5 This will set the default account information. Select [Yes], and touch [Enter].



#### Note

*When programming or changing account information data, please set the default account information data. However, depending on the currently specified account information method, the default screen may not be displayed.*



**Note**

*When setting [100 Accounts 1] or [100 Accounts 2], please program account names, etc. for each account. Please refer to “Account Registration” for details.*

- 6 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

**Note**

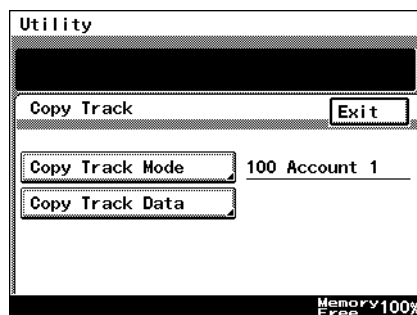
*Only when setting [100 Accounts 1] or [100 Accounts 2], will the [Account Reg] or the [Account Counter] be displayed on the Admin.1 screen.*

### Account Information data

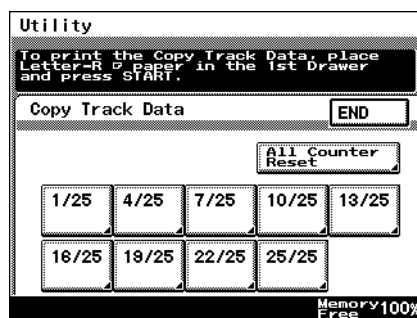
When carrying out account management settings, you can confirm usage for each account, or clear counter values. Alternatively, when carrying out 100 Account Management, you can change account numbers, print maximum limits, and access codes. You can also clear all counter values at once.

#### To print account information data

- 1 Follow the procedure described in *"To display the Administrator Management screens" on page 8-2* to display the Administrator Management screen.
- 2 Touch [Admin. 1], and then touch [Account management].
- 3 Touch [Copy Track Data].



- 4 Set Letter L paper in the 1st paper drawer, then press the [Start] key.  
Account management data is printed.



- 5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.



## Clear all counters

- 1 Follow the procedure described in “To display the Administrator Management screens” on page 8-2 to display the Administrator Management screen.
- 2 Touch [Admin. 1], and then touch [Account management].
- 3 Touch [Copy Track Data].
- 4 Select the page number of the account you wish to clear.



### Tip

If you wish to clear all the total counters accounts at once, touch [All Counter Reset].

Utility

To print the Copy Track Data, place Letter-R paper in the 1st Drawer and press START.

Copy Track Data END

All Counter Reset

1/25	4/25	7/25	10/25	13/25
16/25	19/25	22/25	25/25	

Memory 100% Free

- 5 Select the total keys of the accounts you wish to clear, and press the [C] key.



### Tip

If you wish to cancel clearing of accounts, press the [Interrupt] key.

If you wish to clear the total counter of other accounts, repeat steps 4 and 5.

Utility Enter

Select an account, then input/change the data using the 10-key pad.

Copy Track Data1/25 Next

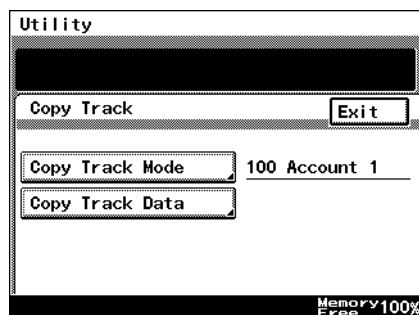
No.	Total Count	Copy Limit	Access Code
0001	11111	111111	1111
0002	22222	222222	2222
0003	33333	333333	3333
0004	44444	444444	4444

Memory 100% Free

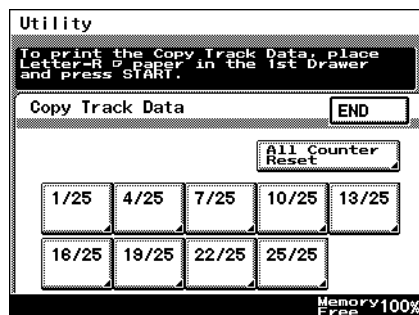
- 6 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

## Changing Account Information

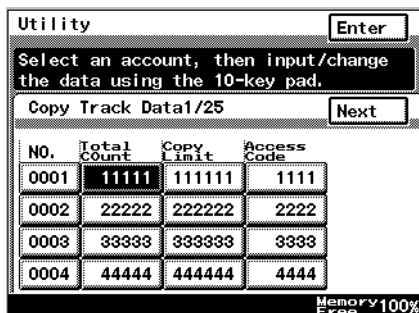
- 1 Follow the procedure described in “To display the Administrator Management screens” on page 8-2 to display the Administrator Management screen.
- 2 Touch [Admin. 1], and then touch [Account management].
- 3 Touch [Copy Track Data].



- 4 Select the page number of the account you wish to change.



- 5 Select the key for the page you wish to change, and press the [C] key.
- 6 Use the 10-Key Pad to type in the value you wish to change.



- 7 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

## 8.5 Setting Account Registration

### Account Registration

Accounts can be registered for departments in a company or for individuals. The number of prints can be restricted for each account, access codes specified, or unauthorized use of the machine restricted.

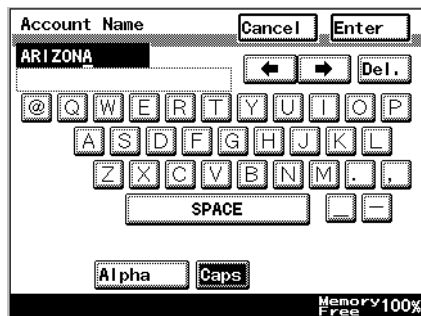
100 account management is required in Administrator Management Mode. For details, refer to *"To set the Account Management Mode"* on page 8-11.

### To register accounts

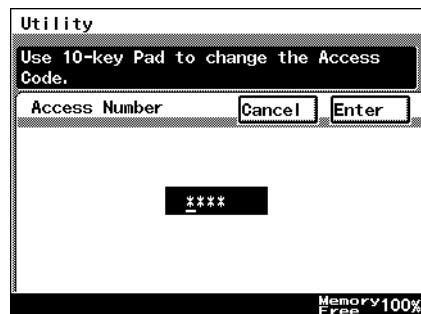
- 1 Follow the procedure described in *"To display the Administrator Management screens"* on page 8-2 to display the Administrator Management screen.
- 2 Touch [Admin. 1], and touch [Account Reg].
- 3 Select the account key to program or change.

- 4 Touch [Account Name].

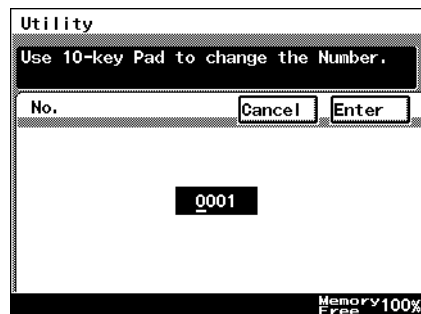
- 5 To enter the name of the account, use the character buttons that appear in the touch panel.



- 6 Touch [Enter].
- 7 Touch [Access Number], and enter the access code for the account.

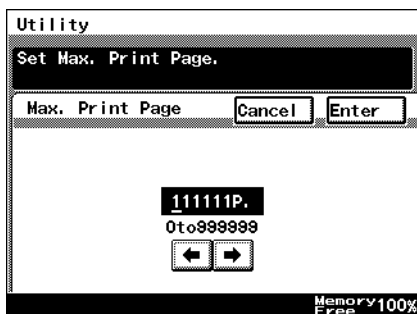


- 8 Touch [Enter].
- 9 Touch [Account Number], and enter the account number using the 10-Key Pad.



- 10 Touch [Enter].

- 11** Touch [Max. Print Page], and enter the upper print limit using the 10-Key Pad.



- 12** Touch [Enter].



**Tip**

*Where you wish to change the programmed details, repeat from step 3, entering the correct details.*

*To delete programmed details, at step 4, press the [Delete] key.*

- 13** Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.

## Account Counter

The number of prints made by each account can be checked.

### To check the number of prints made by each account

- 1 Follow the procedure described in *"To display the Administrator Management screens"* on page 8-2 to display the Administrator Management screen.
- 2 Touch [Admin. 1], and then touch the [Account Counter].
- 3 Touch the button for the account whose counter you wish to view, and then touch [Enter].

- 4 After checking the counter, then touch [Enter].

- 5 Continue touching [Enter] to return to the Utility screen, and then touch [Exit] to return to the Basics screen.



---

# ***Settings and FAX Items for the Administrator***

---

# 9

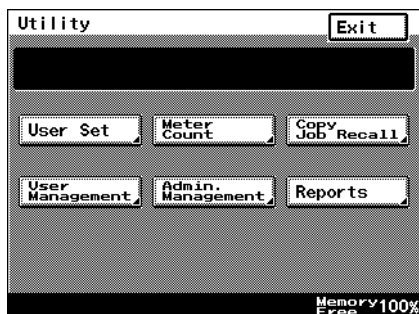


## 9.1 Concerning the Administrator Management Menu

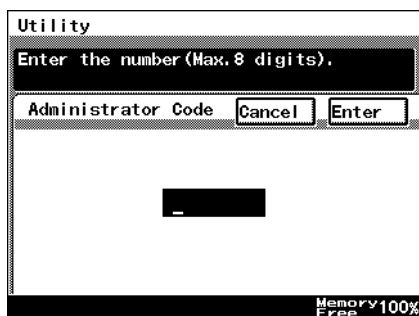
### Displaying the Administrator Management Menu

This section describes the Administrator Management Menu.

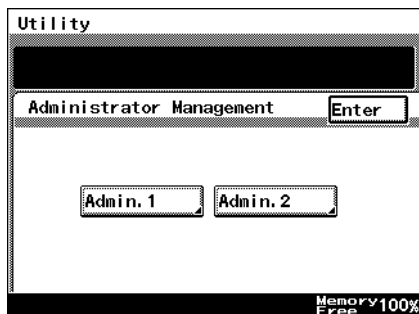
- 1 Press the [Utility] key.
- 2 Touch [Admin. Management].



- 3 Enter the administrator number in the Password Entry Screen with the 10-Key Pad, and touch [Enter].
  - If there is no administrator number registered, touch [Enter] to proceed to the next screen.



- 4 Select [Admin. 1] or [Admin. 2].



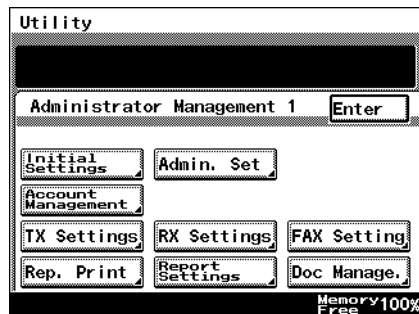
- 5 Select the function to register or set from the next screen.

## 9.2 Setting the Language for the TSI Name and Reports

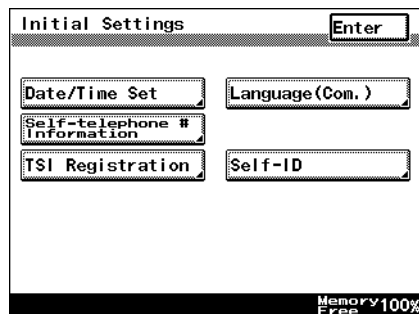
Sets the language (English or other language) used for the TSI name and for reports.

### How to Set the Communication Language

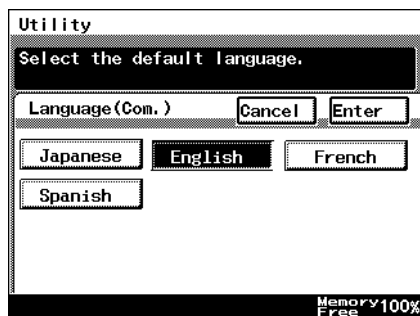
- 1 Bring up the Administrator Management screen according to “Displaying the Administrator Management Menu” on page 9-2.
- 2 Touch [Admin. 1] key, and then touch [Initial Settings].



- 3 Touch [Language (Com.)].



- 4 Select [English] or other language, and touch [Enter].



- 5 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

## 9.3 Registering Telephone Numbers

Registers the FAX telephone number, whether there is a PBX, the line type and other information required for FAX communication.

FAX Telephone Number Information	
FAX telephone number	Registers the telephone number for the unit. The FAX telephone number is used when your FAX communicates its telephone number to the destination.
PSTN/Ext line option	Communication may not work correctly when the phone line is connected to a PBX (private branch exchange). Set this when using a general subscriber phone line connected through a PBX. The initial value is set to "PSTN" (not connected to a PBX).
Line type	Sets the phone line type to match your line. There are two types of phone lines: push button (PB) and dial pulse (DP 10 pps and DP 20 pps). If the FAX is not set correctly for the type of line used, communication will not be possible. The initial value is set to "DP 20" (dial pulse 20 pps).



### Tip

*Up to 20 digits can be registered for the Fax telephone number.*

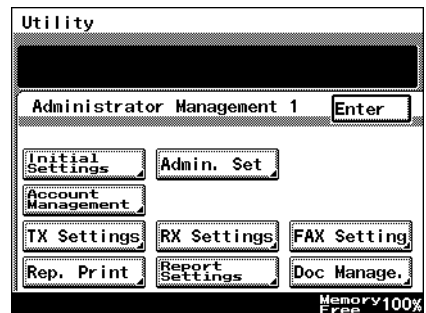
*The destination may look at the FAX telephone number in reports or the like. We recommend you include the area code for easy recognition by the destination.*

*The FAX telephone number can be changed using the same procedure as used for registration.*

### How to Set up the FAX Telephone Number Information

This section describes the procedure for setting up the FAX telephone number, PSTN/ext line option and the line type.

- 1 Bring up the Administrator Management screen according to "Displaying the Administrator Management Menu" on page 9-2.
- 2 Touch [Admin. 1], and then touch [Initial Settings].

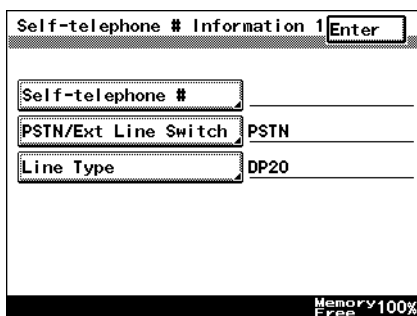


### 3 Touch [Self-telephone # Information].

- If you are using the multi-port option, two general subscriber lines are possible. Select [Self-telephone # Information 1] and [Self-telephone # Information 2] and set the information for each.



### 4 Touch [Self-telephone #].



### 5 Input the telephone number with the 10-Key Pad.

- To correct an entry, either use the [←] and [→] arrows to move the cursor and input, or press the [C] key and re-input. Touch [Delete], deletes the character at the cursor point.
- Touching [Cancel] returns the screen to the state before registration began.
- To register the country code (for example, for the US), press the [+] and enter the US code "1".



### 6 Touch [Enter].

## 7 Touch [PSTN/Ext Line Switch].

## 8 Select [Extension] or [PSTN].

- **External (PSTN):** Select when connected directly to a general subscriber phone line.
- **Internal (Extension):** Select when connected to a general subscriber phone line through a PBX.

- If you select [Extension], input the external access number (the number used to get out), and touch [Enter].

## 9 Touch [Enter].

## 10 Touch [Line Type].

Self-telephone # Information 1

Self-telephone #	0123456789
PSTN/Ext Line Switch	PSTN
Line Type	DP20

Memory Free 100%

## 11 Press the line type used.

- **DP20:** Select if using a dial pulse 20 pps line.
- **DP10:** Select if using a dial pulse 10 pps line.
- **PB:** Select if using a push button line.

Utility

Select Line Type.

Line Type 1

Memory Free 100%

## 12 Touch [Enter].

## 13 After verifying the entered information, touch [Enter].

## 14 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

## 9.4 Registering TSI Names

This section describes how to register your name (the TSI name).



### Tip

*Up to 8 TSI names can be registered.*

*Different TSI names can be registered for use with different destinations and departments.*

*Up to 40 digits can be registered for the TSI name.*

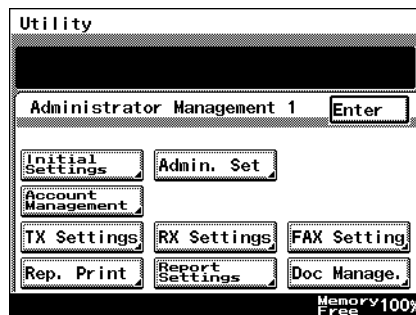
*The TSI name is printed at the edge of the transmitted document.*

*A TSI name does not need to be registered in order to send a FAX.*

*The TSI name can be changed using the same procedure as used for registration.*

### How to Register and Change TSI Names

- 1 Bring up the Administrator Management screen according to “Displaying the Administrator Management Menu” on page 9-2.
- 2 Touch [Admin. 1], and then touch [Initial Settings].

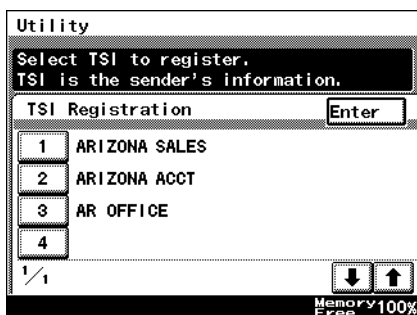




### 3 Touch [TSI Registration].

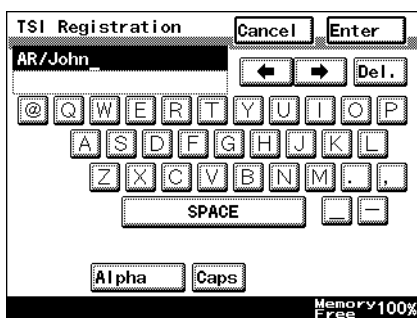


### 4 Select the telephone number you want to register a TSI name for.



### 5 Enter the TSI name and touch [Enter].

- See "Character Input and Registration" on page 6-33 for instructions on character input.



### 6 After verifying the registration information, touch [Enter].

### 7 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

## 9.5 Registering the FAX ID Displayed at the Destination

When you register your name and telephone number as ID, that information will be displayed on the destination FAX display panel, administrator reports and the like. Registering your FAX ID makes it easier to identify who your FAX is from for the destination.



### Tip

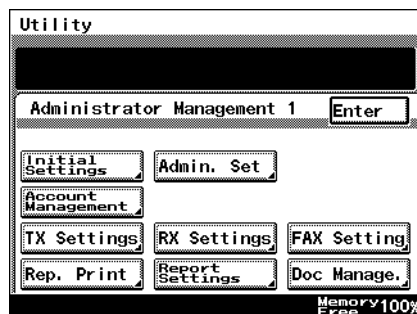
*Up to 12 alphanumeric characters and symbols may be used for the ID.*

*The registered ID can be changed using the same procedure as used for registration.*

*Note that some FAX machines do not have a function for displaying the ID information. In that case, the FAX telephone number that you registered will be displayed.*

### How to Register and Change the FAX ID

- 1 Bring up the Administrator Management screen according to “Displaying the Administrator Management Menu” on page 9-2.
- 2 Touch [Admin. 1], and then touch [Initial Settings].

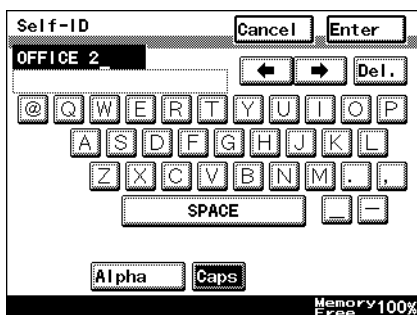


## 3 Touch [Self-ID].



## 4 Enter the ID and touch [Enter].

- See “Character Input and Registration” on page 6-33 for instructions on character input.



## 5 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

## 9.6 Transmission Settings

This section describes settings for transmission functions carried out by the administrator.

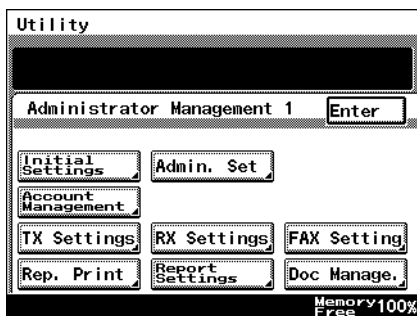
Transmission Settings		
Quality/Mode	Priority quality	Sets the default quality value for each operation. The default value from the factory is "Standard".
	Priority contrast	Sets the default contrast value for each operation. The default value from the factory is "Normal".
	Transmission mode (for multi-port machines only)	Sets the default transmission mode value for each operation. The default value from the factory is "G3-1".
Communication menu	Transmission	Sets whether to return to memory transmission or real-time transmission after an operation. The default value from the factory is "Memory TX".
	TSI Position	Sets the position of the TSI name added to transmitted originals. The default value from the factory is "On the Doc".
	TSI Selection	Sets the default TSI name after each operation for when multiple TSI names are registered. The default value from the factory is "1".
	Rotation transmission	Sets whether to return to rotation transmission or not after each operation. The default value from the factory is "ON".
	Two-sided transmission	Sets the margin for two-sided transmissions. The default value from the factory is "OFF".

## Specifying Default Values for Quality and Mode when Transmitting

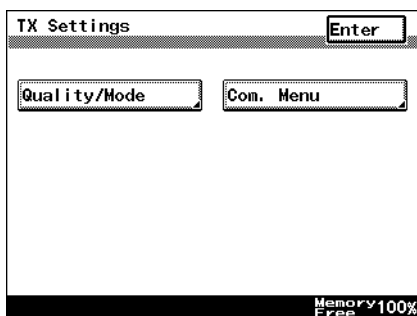
Specify default image quality mode values for during transmission. Image quality mode values are “Priority Quality”, “Priority Contrast”, and “Communication Mode”, and by specifying these in advance can save time when making individual transmissions. To change so that you make settings per transmission, refer to “Basic Transmission” in the “Fax Operations” volume.

- 1 Bring up the Administrator Management screen according to “Displaying the Administrator Management Menu” on page 9-2.

- 2 Touch [Admin. 1], and then touch [TX Settings].

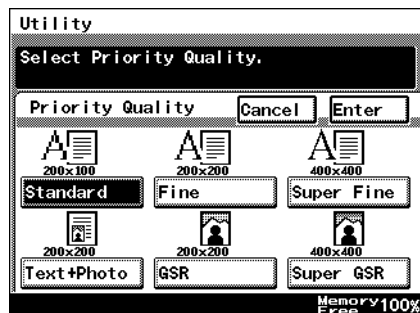
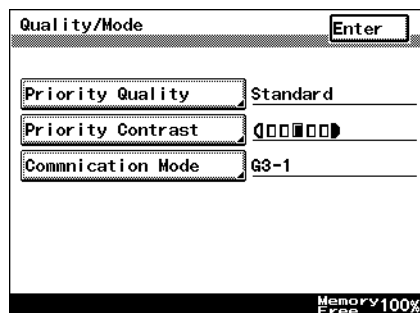


- 3 Touch [Quality/Mode].



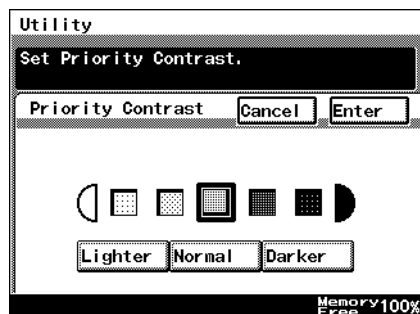
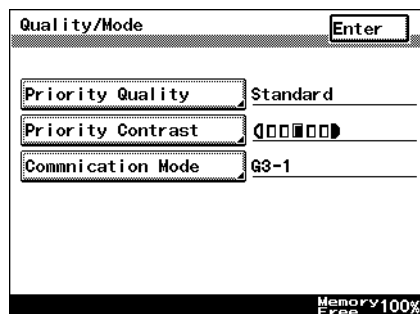
- **To set the default quality:**  
Touch [Priority Quality].

Select the default quality value, and touch [Enter].

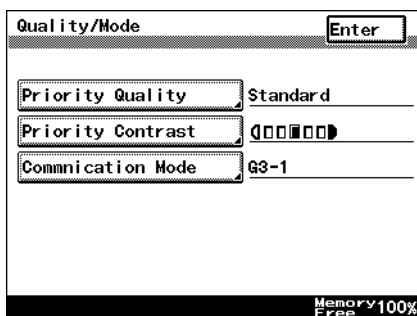


- **To set the contrast:**  
Touch [Priority Contrast].

Select the default density value, and touch [Enter].



- **To set the communication mode (optional):**  
Touch [Communication Mode].



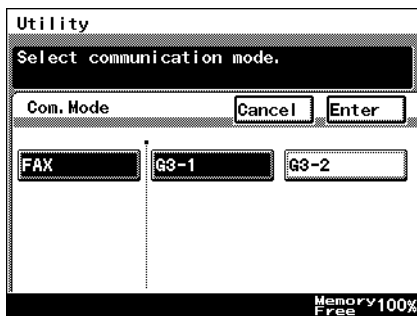
Select the default communication mode value, and touch [Enter].



**Tip**

Keys [G3-1] and [G3-2] display when the multi-port option is installed.

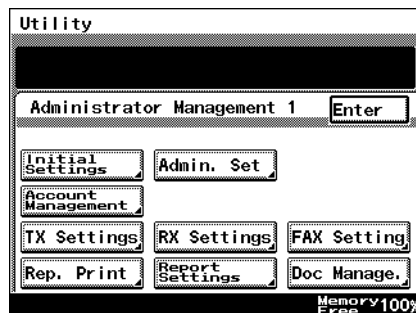
If the multi-port option is not installed, the [G3] key displays.



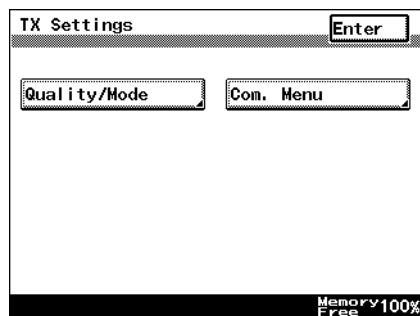
- 4 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

## Specifying the Default Transmission Settings

- 1 Bring up the Administrator Management screen according to “Displaying the Administrator Management Menu” on page 9-2.
- 2 Touch [Admin. 1], and then touch [TX Settings].



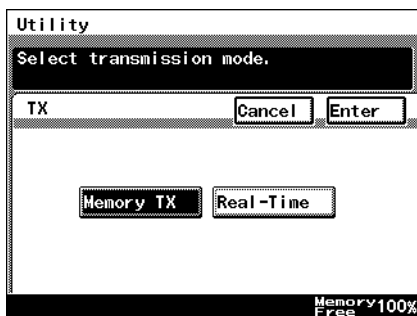
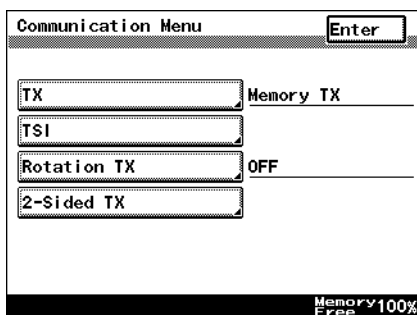
- 3 Touch [Com. Menu].



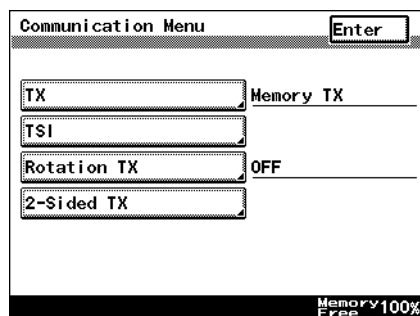


- **To set the default transmission method:**  
Touch [TX].

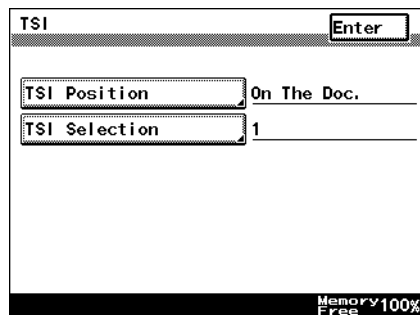
Select the default transmission mode setting, and touch [Enter].



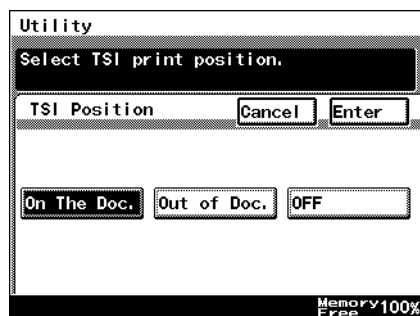
- **To set the default TSI position:**  
Touch [TSI].



Touch [TSI Position].



Select the default value for the position of the TSI name on transmitted originals, and touch [Enter].



- **To set the default TSI selection:**  
Touch [TSI].

Communication Menu

TX Memory TX

TSI

Rotation TX OFF

2-Sided TX

Memory 100% Free

Touch [TSI Selection].

TSI

TSI Position On The Doc.

TSI Selection 1

Memory 100% Free

Select the default TSI name, and touch [Enter].

Utility

Select TSI.

TSI Selection Cancel Enter

1 ARIZONA SALES

2 ARIZONA ACCT

3 AR OFFICE

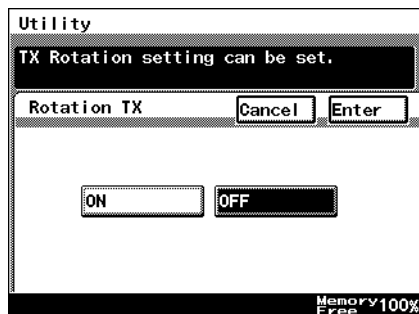
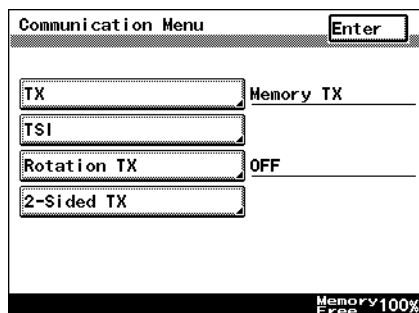
4

1/1

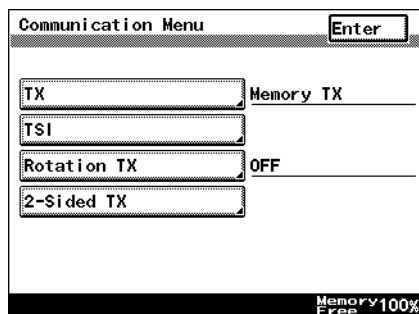
Memory 100% Free

- **To set the rotation transmission default:**  
Touch [Rotation TX].

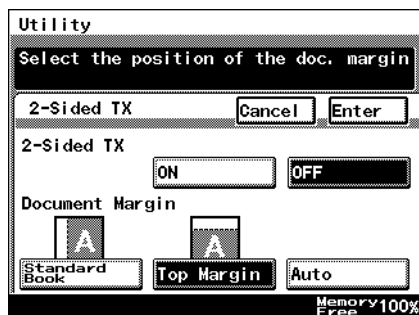
Select either [ON] or [OFF],  
and touch [Enter].



- **To set the two-sided transmission default:**  
Touch [2-Sided TX] key.



Select the default margin for two-sided transmissions, and touch [Enter] key.



- 4 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

## 9.7 Setting Memory Lock for Received Documents

It is possible to set the machine to not print each document when received, so multiple documents can be batch printed later. The time period for not printing as well as a password to enable printing can be set for secure reception of faxes, for example, received late at night.



### Tip

*This setting prevents only documents faxed in from being printed. It does not stop copies from being made or printing from a PC.*

*The memory lock period can be set separately for each day of the week.*

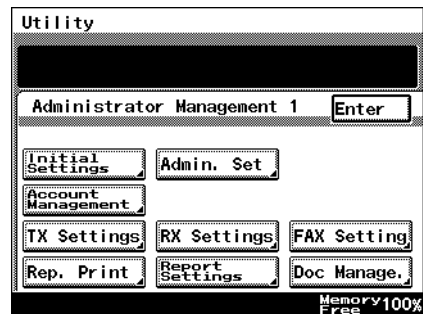
*A time can be set to automatically start printing documents stored in memory.*

*To start the printing manually, select [Print Management] from [User Maintenance].*

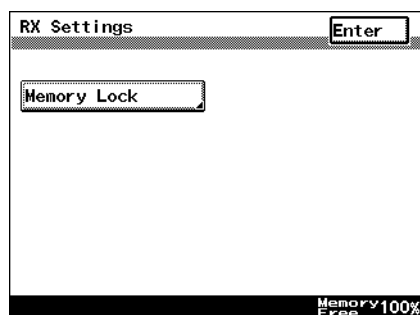
*For security of the print start operation, register a "Print Control Password". If no "Print Control Password" has been set, printing can be started without entering a password.*

### Setting Memory Lock and Batch Printing for Received Documents

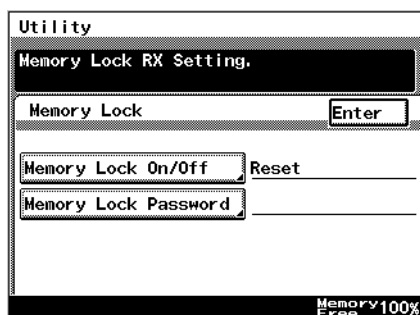
- 1 Bring up the Administrator Management screen according to "Displaying the Administrator Management Menu" on page 9-2.
- 2 Touch [Admin. 1] key, and then touch [RX Settings].



- 3 Touch [Memory Lock].



- 4 Touch [Memory Lock On/Off].

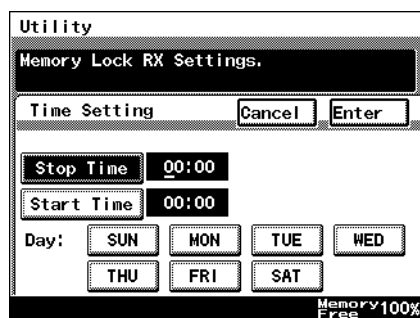


- 5 Select the days of the week to set the time to.

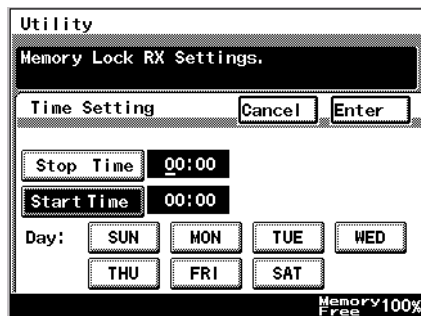


**Note**

*Be sure to select the days of the week.*



- 6 Touch [Start Time], and enter the hour to start printing using the 10-Key Pad.



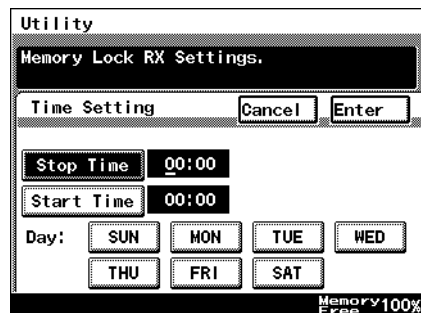
- 7 Touch [Stop Time], and enter the hour to stop printing using the 10-Key Pad.



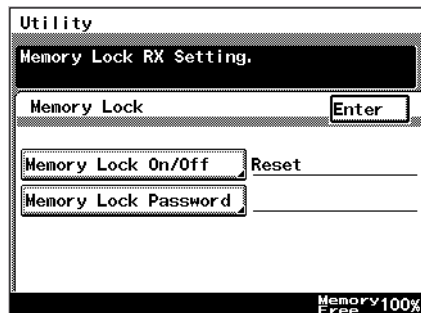
**Note**

*The time specified will be used for each selected day. Different times cannot be set for different days.*

*Also, the start time and stop time cannot be identical.*



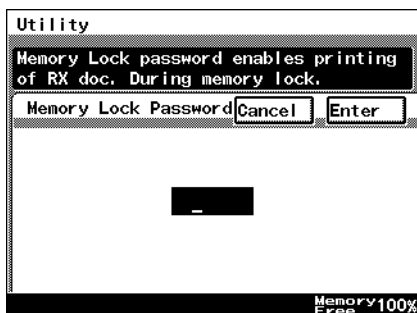
- 8 Touch [Enter].
- It is possible to disable the settings by touching [Cancel].
- 9 Touch [Memory Lock Password].





**10** Enter a memory lock password (four digits) with the 10-Key Pad.

- To correct the password, press the [C] key and re-enter.
- When [Cancel] is touched, the screen returns to the state before registration began.

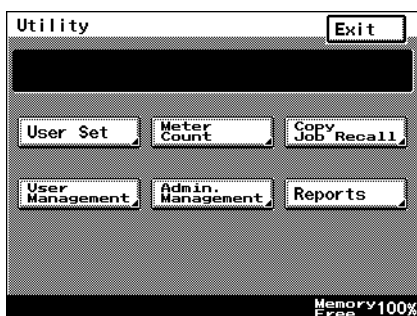


**11** Touch [Enter].

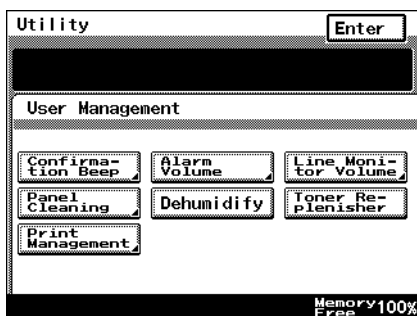
**12** Touch [Enter] until you return to the main screen.

### Manually Printing Received Faxes with Memory Lock

- 1** Press the [Utility] key.
- 2** Touch [User Management].

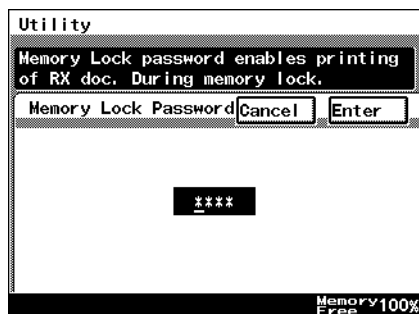


- 3** Touch [Print Management].



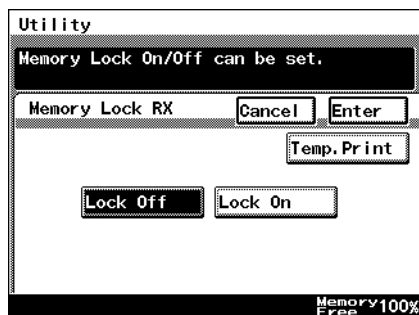
- 4 Enter the memory lock password with the 10-Key Pad, and touch [Enter].

- Note that this screen does not display if no memory lock password is registered.



- 5 Touch [Lock Off].

- To stop the printing after it has started, touch [Lock On]. Touch [Temp. Print] is start printing again.



- 6 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

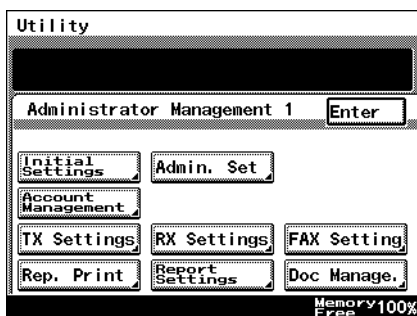
## 9.8 Setting the Receiving Mode and No. of Receiving Call Rings

Sets whether to automatically receive faxes and the number of rings before automatically picking up.

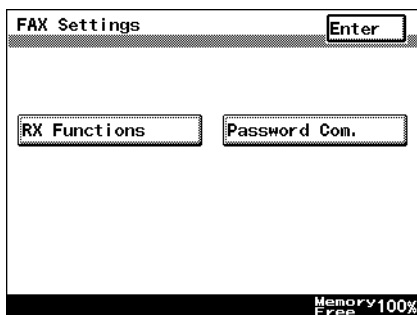
Receiving Functions	
Receiving mode	Sets the receiving mode. The default is "Auto".
No. of Receiving Call Rings	Sets the number of rings before automatically picking up. The default is "1" ring.

### How to Set the Receiving Functions

- 1 Bring up the Administrator Management screen according to "Displaying the Administrator Management Menu" on page 9-2.
- 2 Touch [Admin. 1], and then touch [FAX Setting].



- 3 Touch [RX Functions].

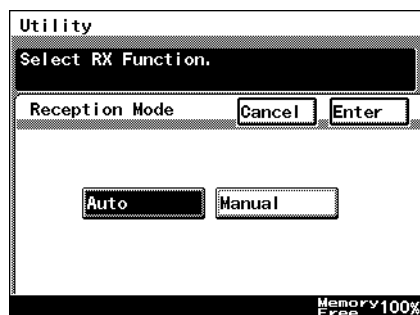


## 4 Touch [Reception Mode].

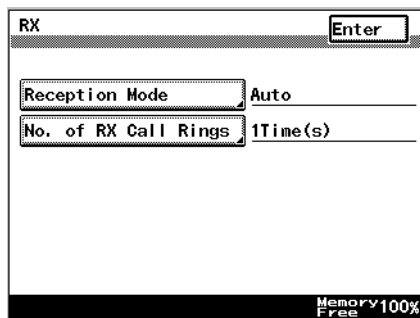


## 5 Select the default value for the reception mode, and touch [Enter].

- **Auto:** Select for automatic reception.  
If you select [Auto], set the [No. of RX Call Rings] as well. (To step 6)
- **Manual:** Select for manual reception.  
See “User Manual: FAX Operation, Basic RX” for instructions on manual reception.

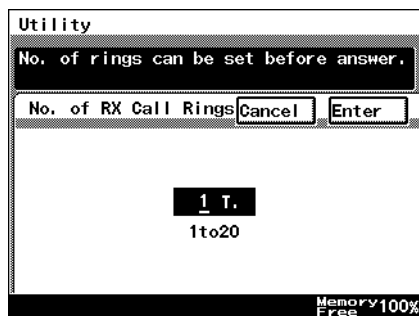


## 6 Touch [No. of RX Call Rings].



- 7 Enter the number of rings before pick-up with the 10-Key Pad, and touch [Enter].

- The number of rings may be set between 1 and 20.



- 8 After verifying the entered information, touch [Enter] key.
- 9 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

## 9.9 Password Registration for Password Communication

“Password Communication” (Password TX and Password RX) is a function where faxing is allowed between two fax machines only when a password set beforehand in both machines matches. This section describes how to set up the password to enable this function.



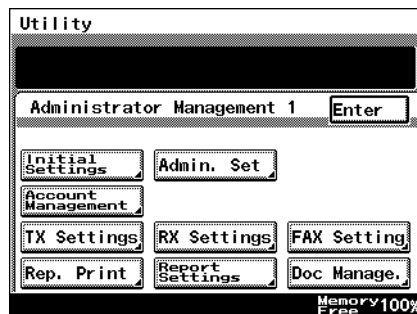
### Tip

The communication password is used for password TX and password RX.

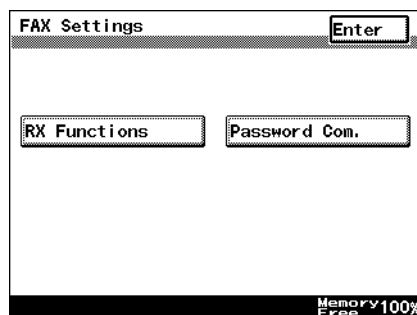
The initial setting from the factory is “No” Password Communication (Communication Password “00”).

### How to Register the Communication Password

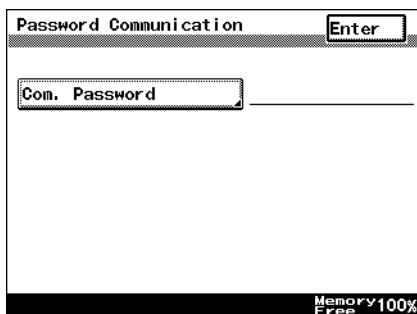
- 1 Bring up the Administrator Management screen according to “Displaying the Administrator Management Menu” on page 9-2.
- 2 Touch [Admin. 1], and then touch [FAX Setting].



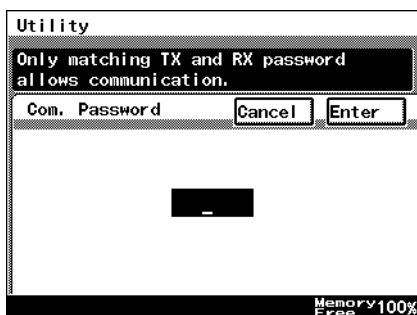
- 3 Touch [Password Com.].



- 4 Touch [Com. Password].



- 5 Enter the communication password (2 digits) with the 10-Key Pad, and touch [Enter].
- To correct the password, press the [C] key and re-enter.
  - When [Cancel] is touched, the screen returns to the state before registration began.



- 6 After verifying the entered information, touch [Enter].
- 7 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

For details on password transmissions, refer to “Transmitting Various Faxes” in the Fax Operations volume of the User Manual.

## 9.10 Setting Document Management for RX

This sets up the method used for managing received faxes.

RX documents are classified as “F-CODE communications”, “Port RX” and “Public Documents”. Different settings may be programmed for each.

Document Management	
F-CODE	Sets the procedure that is performed when a document is received with an F code. A document with an F code assigned is handled according to the procedure specified for that F code.
Port	Sets the procedure that is performed when documents are received at each port (line).
Public documents (those other than F-CODE and port)	Sets the procedure that is performed for a document other than an F code transmission or a port reception.

Document Handling	
Print	Documents are printed as soon as they are received.
Forward	Forwards the selected received documents.
Print and forward	Immediately prints and forwards the selected received documents.
Save to box	Received documents are saved to a box without printing.



### Tip

*The initial setting is Print for all types of documents.*

*Regardless of the setting, all documents are printed for remote copy receiving.*

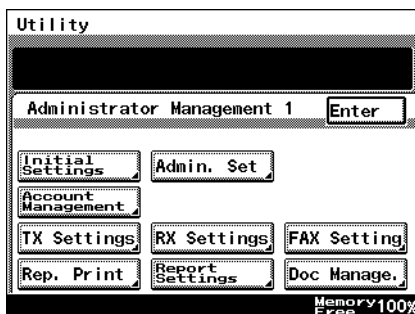
*The order of the document management settings is “F-CODE”, “RX Port” and “Public Documents”.*



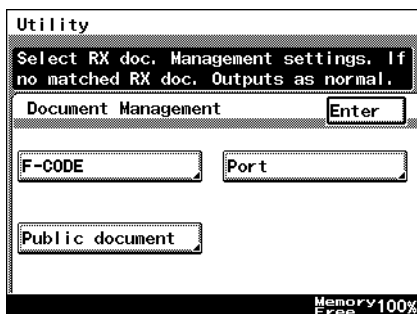
## Document Management with F-CODE

- 1 Bring up the Administrator Management screen according to “Displaying the Administrator Management Menu” on page 9-2.

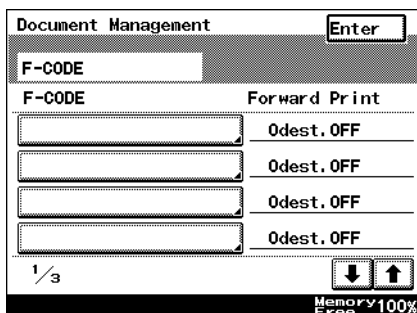
- 2 Touch [Admin. 1], and then touch [Doc Manage.].



- 3 Touch [F-CODE].

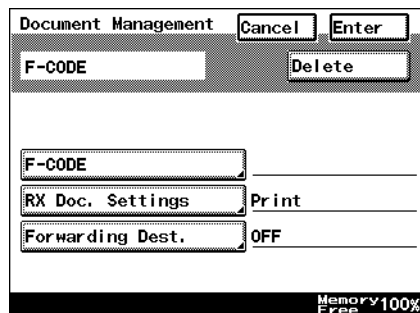


- 4 Touch the key you want to register.

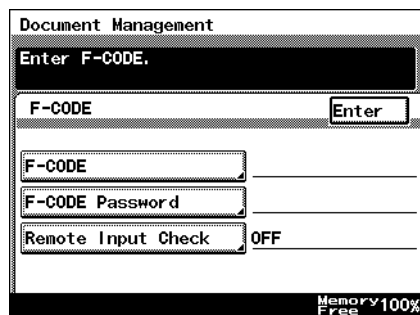


## 5 Touch [F-CODE].

- To delete the document management settings related to the selected F code, touch [Delete].

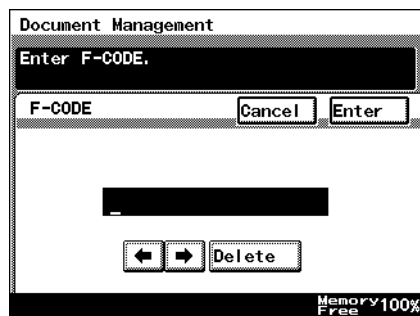


## 6 Touch [F-CODE].

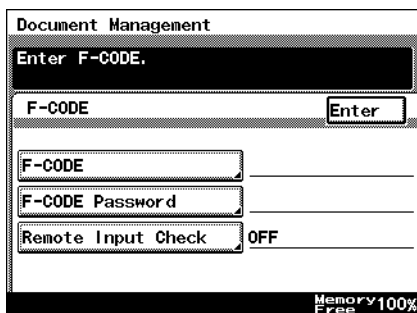


## 7 Enter the F-CODE with the 10-Key Pad, and touch [OK].

- Refer to "User Manual: FAX Operation, Using the Document Function, Concerning F-CODEs" for details on F-CODEs.
- To correct an entry, either use the [←] and [→] arrows to move the cursor and input, or press the [C] key and re-input. Touching [Delete], deletes the character at the cursor point.
- Touching [Cancel] returns the screen to the state before registration began.

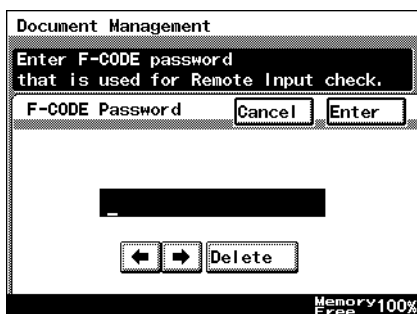


## 8 Touch [F-CODE Password].

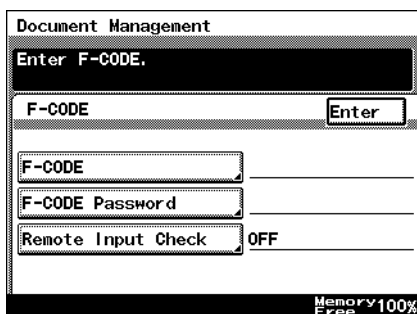


## 9 Enter the F-CODE password with the 10-Key Pad, and then touch [OK].

- To correct a number, either use the [←] and [→] arrows to move the cursor and input, or press the [C] key and re-input. Touching [Delete], deletes the character at the cursor point.
- Touching [Cancel] returns the screen to the state before registration began.



## 10 Touch [Remote Input Check].

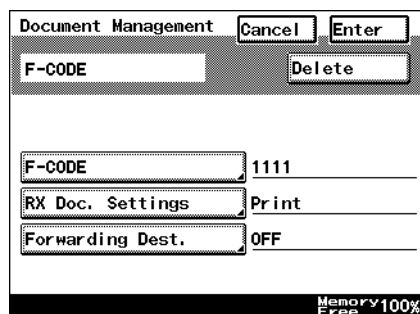


**11** Select either [ON] or [OFF] for remote input check, and touch [Enter].

**12** Touch [Enter].



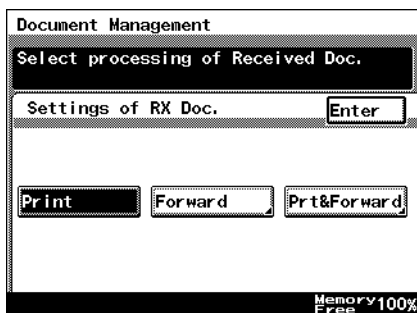
**13** Touch [RX Doc. Settings].



- 14** Select how received documents are handled.

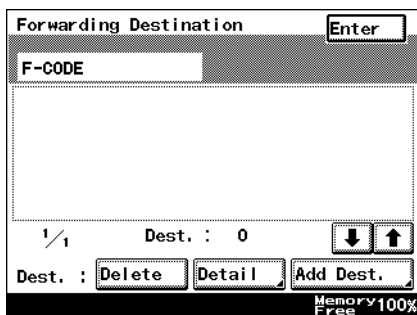
? *Do you wish to print the document immediately?*

- Touch [Print], and then touch [Enter].



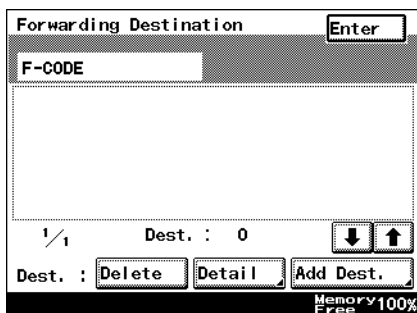
? *Do you wish to forward the document to another recipient?*

- Touch [Forward]. Then, touch [Add Dest.], specify the recipient where the document is to be forwarded, and then touch [Enter].



? *Do you wish to print the document and forward it to another recipient?*

- Touch [Prt&Forward]. Then, touch [Add Dest.], specify the recipient where the document is to be forwarded, and then touch [Enter].



? *How do you specify a new destination?*

- Touch [Add Dest.] and select the destination. After touching the key for the destination, touch [Detail] to confirm detailed settings for the destination.

? *How do you delete a forwarding destination?*

- Select the destination and touch [Delete].

- 15** Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

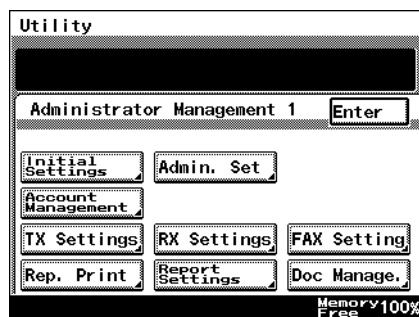
**Tip**

When adding a recipient by touching [Add Dest.], the recipient must first have been registered as a one-touch key. (page 6-5)

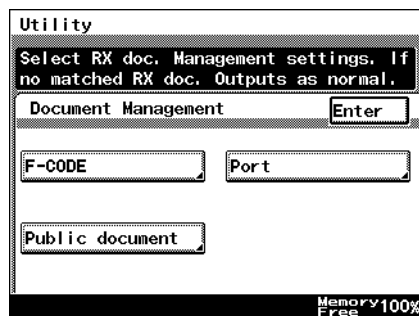
A maximum of 300 forwarding recipients can be registered.

**Document Management by Port**

- 1 Bring up the Administrator Management screen according to “Displaying the Administrator Management Menu” on page 9-2.
- 2 Touch [Admin. 1], and then touch [Doc Manage.].



- 3 Touch [Port].



## 4 Select the port.

**Tip**

Keys [G3-1] and [G3-2] display when the multi-port option is installed.

If the multi-port option is not installed, the [G3] key displays.

The screenshot shows the 'Document Management' screen with an 'Enter' button at the top right. Below the title bar is a 'Port' label and a text input field. Underneath, there are two rows of settings. The first row has a dropdown menu showing 'G3-1' and a 'Forward Print' status of '0dest. OFF'. The second row has a dropdown menu showing 'G3-2' and a 'Forward Print' status of '0dest. OFF'. At the bottom left, there is a page indicator '1/1'. At the bottom right, there are two arrow buttons (down and up) and a 'Memory Free 100%' indicator.

## 5 Touch [RX Doc. Settings].

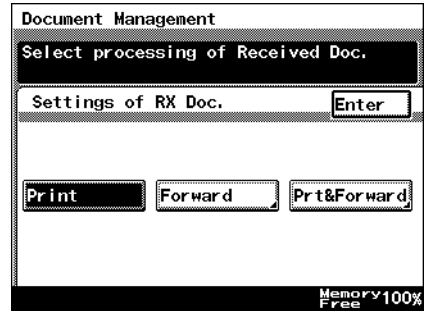
- When [Yes] is selected, the settings for each port are used. The method for handling a document and the forwarding recipient can be changed.
- When [No] is selected, the settings for each port are ignored.

The screenshot shows the 'Document Management' screen with 'Cancel' and 'Enter' buttons at the top right. Below the title bar is a 'Port' label and a text input field. Underneath, there are two buttons: 'YES' and 'NO'. Below these buttons, there are three rows of settings. The first row has a dropdown menu showing 'G3-1'. The second row has a dropdown menu showing 'RX Doc. Settings' and a 'Print' status of 'Print'. The third row has a dropdown menu showing 'Forwarding Dest.' and a 'Forwarding Dest.' status of 'OFF'. At the bottom right, there is a 'Memory Free 100%' indicator.

- 6 Select how received documents are handled.

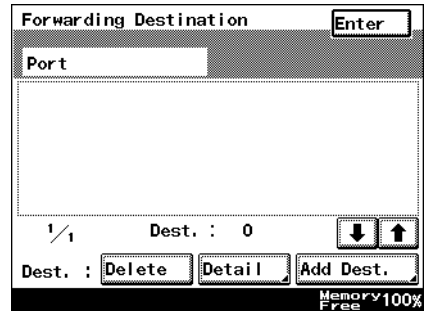
? *Do you wish to print the document immediately?*

- Touch [Print], and then touch [Enter].



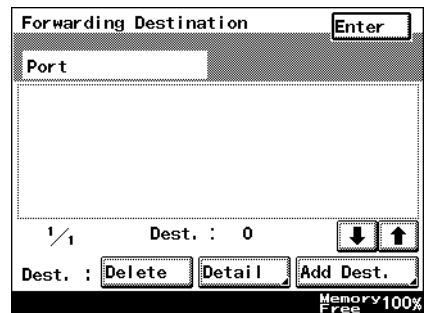
? *Do you wish to forward the document to another recipient?*

- Touch [Forward]. Then, touch [Add Dest.], specify the recipient where the document is to be forwarded, and then touch [Enter].



? *Do you wish to print the document and forward it to another recipient?*

- Touch [Prt&Forward]. Then, touch [Add Dest.], specify the recipient where the document is to be forwarded, and then touch [Enter].



? *How do you specify a new destination?*

- Touch [Add Dest.] and select the destination. After touching the key for the destination, touch [Detail] to confirm detailed settings for the destination.

? *How do you delete a forwarding destination?*

- Select the destination and touch [Delete].

- 7 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.



**Tip**

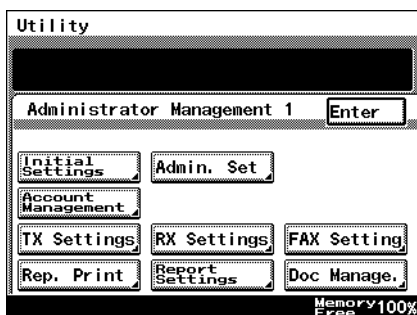
When adding a recipient by touching [Add Dest.], the recipient must first have been registered as a one-touch key. (page 6-5)

A maximum of 300 forwarding recipients can be registered.

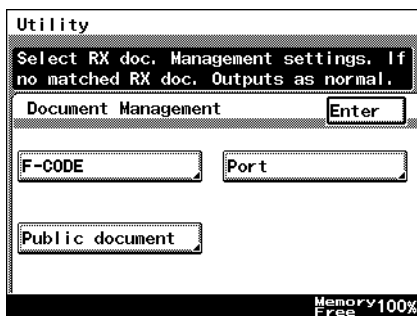
**Document Management for Public Documents**

- 1 Bring up the Administrator Management screen according to “Displaying the Administrator Management Menu” on page 9-2.

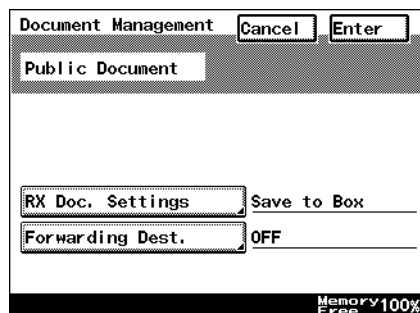
- 2 Touch [Admin. 1], and then touch [Doc Manage.].



- 3 Touch [Public document].



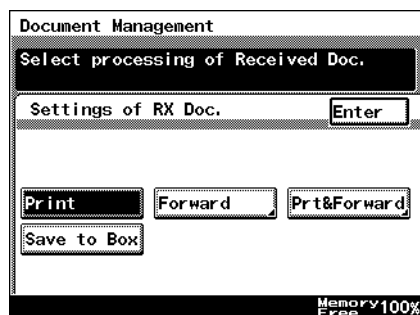
## 4 Touch [RX Doc. Settings].



## 5 Select how received documents are handled.

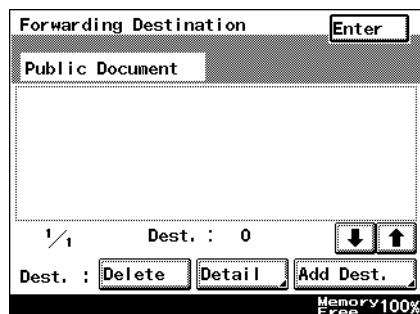
? Do you wish to print the document immediately?

- Touch [Print], and then touch [Enter].



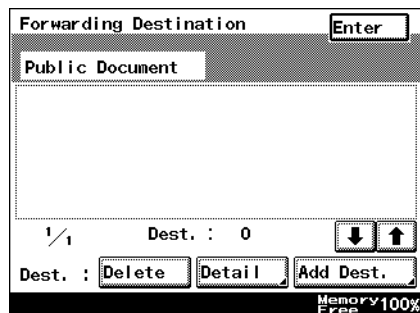
? Do you wish to forward the document to another recipient?

- Touch [Forward]. Then, touch [Add Dest.], specify the recipient where the document is to be forwarded, and then touch [Enter].



? Do you wish to print the document and forward it to another recipient?

- Touch [Prt&Forward]. Then, touch [Add Dest.], specify the recipient where the document is to be forwarded, and then touch [Enter].



? *Do you wish to save the document?*

→ Touch [Save to Box].

? *How do you specify a new destination?*

→ Touch [Add Dest.] and select the destination. After pressing the key for the destination, touch [Detail] to confirm detailed settings for the destination.

? *How do you delete a forwarding destination?*

→ Select the destination and touch [Delete].

- 6 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.



### Tip

*When adding a recipient by touching [Add Dest.], the recipient must first have been registered as a one-touch key. (page 6-5)*

*A maximum of 300 forwarding recipients can be registered.*

*To display the documents saved on the box, refer to “Using the Document Functions” in the “Fax Operations” volume.*

## 9.11 Report Output

This function prints information for departments such as the name, the initial values for communication information and the use status.

Report Output	
Account List	Prints account management setting information for this machine.
Settings List	Outputs information for machine settings in a list for verification.
Forwarding List	Prints the forwarding settings currently in use for verification.

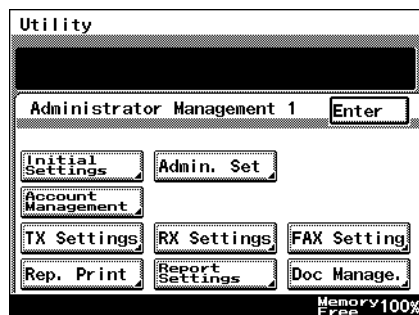


### Tip

If the “Copy Track Mode” parameter on the “Copy Track” screen is set to “No”, only [Setting List] and [Forward List] will appear.

### How to Output Reports

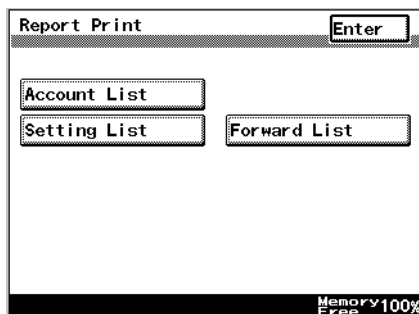
- 1 Bring up the Administrator Management screen according to “Displaying the Administrator Management Menu” on page 9-2.
- 2 Touch [Admin. 1], and then touch [Rep. Print].



- 3 Touch key for the list you want to output.

The list is printed out.

- 4 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.



## 9.12 Settings for Report Output

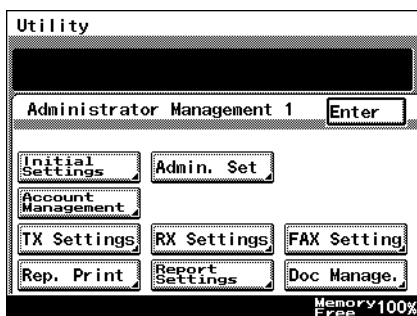
This allows settings to be made for administrator report output.

Report Settings	
TX Report	Specifies how to output the report for verifying FAX transmission activity. The default value is "One destination: when there is a failure, two destinations: when there is a failure".
Activity Report	Whether to automatically print the activity report every 50 communications.

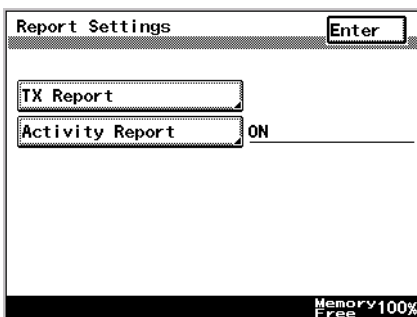
### How to Set up the TX Report

1 Bring up the Administrator Management screen according to "Displaying the Administrator Management Menu" on page 9-2.

2 Touch [Admin. 1], and then touch [Report Settings].



3 Touch [TX Report].



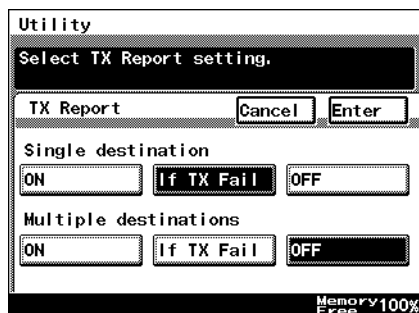
- 4 Select the TX report output criterion, then touch [Enter].

- TX reports can be set to be output separately for when there is one and two destinations.

**ON:** Select this to automatically print a TX report for each TX.

**If TX Fail:** Select this to automatically print a TX report only when there is a failure.

**OFF:** Select this so TX reports are not automatically printed out.

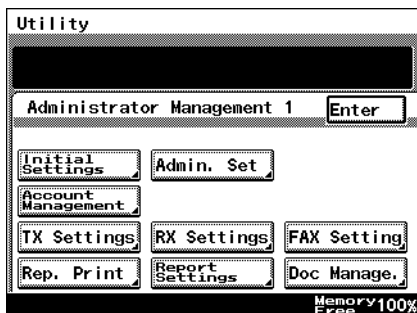


- 5 After verifying the entered information, touch [Enter].
- 6 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

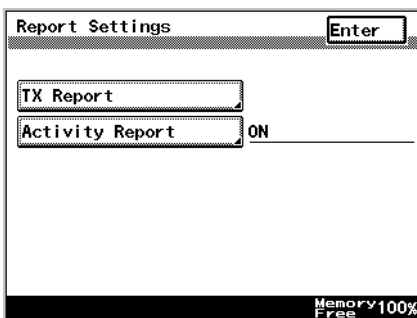
## How to Set up Activity Reports

- 1 Bring up the Administrator Management screen according to “Displaying the Administrator Management Menu” on page 9-2.

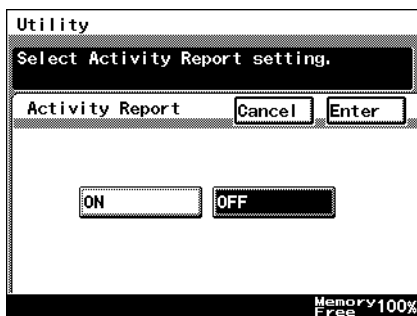
- 2 Touch [Admin. 1], and then touch [Report Settings].



- 3 Touch [Activity Report].



- 4 Select either [ON] or [OFF] for automatic TX reports, and touch [Enter].



- 5 After verifying the entered information, touch [Enter].
- 6 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

### 9.13 Configuring Functions (Soft Switches)

Soft switches for functions can be set according to your use.



**Note**

*Do not alter any modes or bits not mentioned in this manual.*

Soft Switching Settings	
Mode specification	Specifies the soft switch setting item with 3 digits.
Bit specification	An 8-digit number comprising the mode. Each bit from 0 to 7 is specified with a binary number (0 or 1) to configure functions.
HEX specification	Allows the functions to be set using hexadecimal numbers (a combination of 0 to 9 and A to F). For example, the bit specification of "0011 0000" would be "30" in hexadecimal.

Reference: The table below gives some sample bit (binary) and hexadecimal (16-base) equivalents

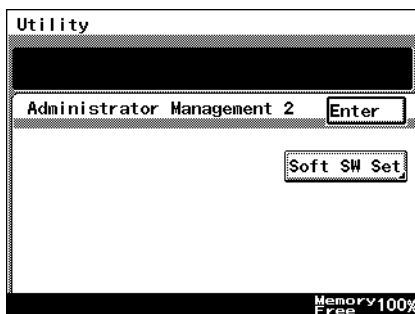
Decimal	Bit specification (binary)	HEX specification (hexadecimal)
0	0000 0000	00
1	0000 0001	01
2	0000 0010	02
3	0000 0011	03
4	0000 0100	04
5	0000 0101	05
6	0000 0110	06
7	0000 0111	07
8	0000 1000	08
9	0000 1001	09
10	0000 1010	0A
11	0000 1011	0B
12	0000 1100	0C
13	0000 1101	0D
14	0000 1110	0E
15	0000 1111	0F
16	0001 0000	10
:	:	:
255	1111 1111	FF



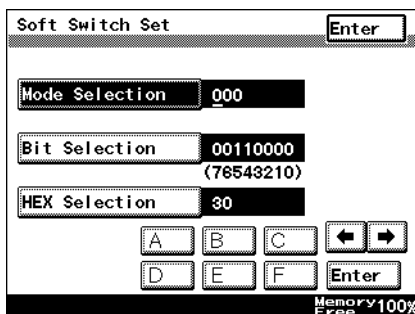
## How to Set Soft Switches

- 1 Bring up the Administrator Management screen according to “Displaying the Administrator Management Menu” on page 9-2.

- 2 Touch [Admin. 2], and then touch [Soft SW Set].



- 3 Touch [Mode Selection], and enter the mode using the 10-Key Pad.

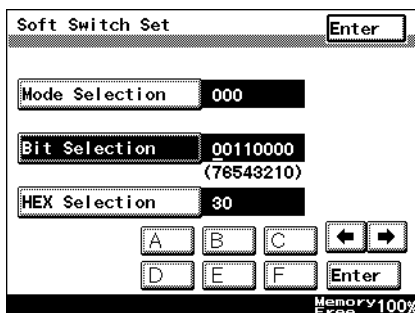


- 4 Specify the mode using the [Bit Selection] or [HEX Selection] key.

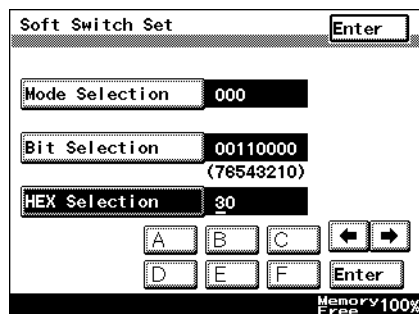
- **For bit selection:**

Touch [Bit Selection], and use the [←] and [→] keys to place the cursor on the bit you want to change.

Use the 10-Key Pad to enter a [0] or [1], and touch [Enter].



- For HEX specification:  
Touch [HEX selection], use the 10-Key Pad and the letters [A] to [F] to specify the bits, and touch [Enter].



- 5 To change other modes, repeat steps 3 and 4.
- 6 Touch [Enter] until you return to the Utility screen, and then touch [Exit] to return to the Basic screen.

## Specifications for Stamps and Password Look-up (Mode 000)

Specifies the TX complete stamp and group passwords.

### Settings at time of purchase

Bit	7	6	5	4	3	2	1	0
Setting	0	0	1	1	0	0	0	0

(HEX: 30)

### How to Set

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation
7	Specifies whether to return to stamping or not stamping a TX complete after an operation	0	Do not stamp
		1	Stamp
6	Specifies the location to stamp TX complete	0	Stamp at both the leading and end edges
		1	Stamp only at the end edge
5, 4		11	* Do not change these bits.
3	Specifies whether, after an operation, to return to look up or do not look up a communication password when transmitting	0	Do not look up
		1	Look up
2	Specifies whether to look up or not to look up a communication password for an RX	0	Do not look up
		1	Look up
1, 0		00	* Do not change these bits.

**Specifications for Destination Insertion on the Original (Mode 001)**

Inserts the destination name on the original.

**Settings at time of purchase**

Bit	7	6	5	4	3	2	1	0	
Setting	0	0	0	1	0	1	0	0	(HEX: 14)

**How to Set**

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation
7, 6, 5, 4, 3, 2, 1		0001010	* Do not change these bits.
0	Specifies whether to attach the destination on the transmission original	0	Do not attach
		1	Attach

## Specifying Memory Clear Report and Broadcast TX Report Output (Mode 002)

Sets the output for memory clear and sequential broadcast transmission TX reports.

### Settings at time of purchase

Bit	7	6	5	4	3	2	1	0
Setting	1	0	1	0	1	0	0	0

(HEX: A8)

### How to Set

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation
7, 6, 5, 4		1010	* Do not change these bits.
3	Specifies whether to output the memory clear report	0	Do not output
		1	Output
2	Specifies whether to output the sequential broadcast TX report	0	Do not output
		1	Output
1, 0		00	* Do not change these bits.

## Specifications for Transmission Receiving (Mode 003)

Sets whether to have transmission receiving.

### Settings at time of purchase

Bit	7	6	5	4	3	2	1	0
Setting	0	1	1	0	0	0	1	1

(HEX: 63)

### How to Set

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation
7, 6, 5		011	* Do not change these bits.
4	Transmission receiving setting*	0	No transmission receiving
		1	Transmission receiving
3, 2, 1, 0		0011	* Do not change these bits.

## Specifying the Save Time for Failed Transmissions (Mode 004)

Specifies the time to save failed transmissions.

### Settings at time of purchase

Bit	7	6	5	4	3	2	1	0
Setting	0	0	0	1	0	1	1	0

(HEX: 16)

### How to Set

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation
7, 6, 5, 4		0001	* Do not change these bits.
3, 2, 1, 0	Specifies the time to leave the untransmitted document in memory	0000	With this setting, there is no re-transmission
		0001	10 minutes
		0010	20 minutes
		0011	30 minutes
		0100	40 minutes
		0101	50 minutes
		0110	60 minutes (1 hour)
		0111	2 hours
		1000	4 hours
		1001	8 hours
		Other	* Do not specify times other than those above.

## Specifications for Receiving Long Originals (Mode 007)

Specifies what to do when an original is received longer than the paper. The original can automatically be reduced or truncated if the truncated portion is small.

### Settings at time of purchase

Bit	7	6	5	4	3	2	1	0
Setting	1	0	1	1	0	1	0	1 (HEX: B5)

### How to Set

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation
7, 6, 5		101	* Do not change these bits.
4, 3, 2	Shrinks incoming documents when they are too long so they fit on the paper. Specifies the upper limit of the zoom rate (available only when bit 1 is 0 during RX printing). For example, "90%" means the document is shrunk to no smaller than 90% of the original size.	000	100%
		001	95%
		010	90%
		011	85%
		100	80%
		101	65%
		110	60%
		Other	* Do not specify times other than those above.
1	Specifies whether to shrink or truncate an incoming document that is too long to fit on the paper (available only when RX printing)	0	Shrink
		1	Truncate
0		1	* Do not change this bit.

## Specifications for Paper Selection when RX Printing (Mode 008)

Specifies the paper selection when RX printing.

### Settings at time of purchase

Bit	7	6	5	4	3	2	1	0
Setting	0	0	0	0	0	0	0	0 (HEX: 00)

### How to Set

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation	
7	Specifies how to determine there is not paper (available only during RX printing)	0	Paper preference (determined according to whether there is paper)	
		1	Cassette preference (determined according to the cassette size or the previous paper information regardless of whether there is paper)	
6, 5, 4, 3	Specifies the paper size for a received image (available only during RX printing)	0000	Standard method 1	<ul style="list-style-type: none"><li>• Standard method 1: When the width is the same, preference to equivalent size output</li><li>• With the “standard method”, the paper is automatically selected according to its length and width</li><li>• When “Fit to Width” is set, paper that is wider is not selected</li><li>• When “Same Width” is set, paper having the same width is selected</li></ul>
		0100	Fit to Width Method 1	
		1000	Same Width	
		Other	* Do not specify times other than those above.	
2, 1, 0		000	* Do not change these bits.	



## Specifications for Set-up Confirmation Screen when Broadcasting (Mode 014)

Specifies whether to display the set-up confirmation screen when broadcasting.

### Settings at time of purchase

Bit	7	6	5	4	3	2	1	0
Setting	0	0	0	1	0	0	0	1 (HEX: 01)

### How to Set

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation
7, 6, 5, 4, 3, 2		00000	* Do not change these bits.
1, 0	Specifies whether to display the set-up confirmation screen when broadcasting	00	Do not display the set-up confirmation screen
		01	Display the set-up confirmation screen when broadcasting
		10	Always display the set-up confirmation screen regardless of whether broadcasting or not
		11	* Do not specify this setting.

**Specifying Settings Concerning Whether or Not There Is a Connected Telephone or a Received Date Report and Their Formats (Mode 016)**

Specifies whether or not there is a connected telephone, and whether or not there is a received date report and how it is formatted.

Settings at time of purchase

Bit	7	6	5	4	3	2	1	0	
Setting	0	1	0	0	0	0	0	1	(HEX: 40)

**How to Set**

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation
7		0	* Do not change this bit.
6	Specifies whether or not a connected telephone is used.	0	Not used
		1	Used
5, 4, 3, 2		0000	* Do not change these bits.
1	Received date in Fax mode Specifies whether or not a date report is attached.	0	Not attached
		1	Attached
0	Received date in Fax mode Specifies whether the time report is attached outside or inside of the image.	0	Attached within the image
		1	Attached outside of the image

### Specifications for the Failure Report Image (Mode 023)

Specifies whether to attach a TX image to failure reports.

#### Settings at time of purchase

Bit	7	6	5	4	3	2	1	0
Setting	1	1	1	1	1	0	0	0

(HEX: F8)

#### How to Set

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation
7, 6, 5, 4		1111	* Do not change these bits.
3	Specifies whether to attach the TX image to failure reports	0	Do not attach
		1	Attach
2, 1, 0		000	* Do not change these bits.

### Specifications for Incoming Fax Functions (Mode 030)

Specifies rotation and 2 in 1 recording for incoming faxes.

#### Settings at time of purchase

Bit	7	6	5	4	3	2	1	0
Setting	1	0	1	1	0	0	0	0

(HEX: B0)

#### How to Set

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation
7		1	* Do not change this bit.
6, 5	Specifies whether to rotate incoming faxes.	00	Do not rotate
		01	Rotate (not sorted)
		10	Rotate (sorted)
		11	* Do not change these settings.
4	Specifies whether to do 2 in 1 recording for incoming faxes.	0	No 2 in 1
		1	2 in 1 okay
3, 2, 1, 0		0000	* Do not change these bits.

**Specifications for Cassette Selection with Incoming Faxes (Mode 037)**

Specifies the cassette or manual feed tray when receiving a fax.

**Settings at time of purchase**

Bit	7	6	5	4	3	2	1	0	
Setting	1	1	1	1	1	0	0	0	(HEX: F8)

**How to Set**

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation
7	Specifies whether to allow selection of the first feed tray when receiving a fax	0	Disallow
		1	Allow
6	Specifies whether to allow selection of the second feed tray when receiving a fax	0	Disallow
		1	Allow
5	Specifies whether to allow selection of the third feed tray when receiving a fax*	0	Disallow
		1	Allow
4	Specifies whether to allow selection of the fourth feed tray when receiving a fax*	0	Disallow
		1	Allow
3		1	* Do not change this bit.
2	Specifies whether to allow selection of the manual feed tray when receiving a fax	0	Disallow
		1	Allow
1, 0		00	* Do not change these bits.

\* Available when the optional feed unit is mounted.

## Specifications for Set-up of Automatic Paper Feed after Copying (Mode 429)

Specifies whether to automatically clear the automatic paper feed after a copy is made.

### Settings at time of purchase

Bit	7	6	5	4	3	2	1	0	
Setting	0	0	0	0	0	0	0	0	(HEX: 00)

### How to Set

The grayed out cells are the settings at the time of purchase.

Bit	Details	Setting	Explanation
7, 6		00	* Do not change these bits.
5	Specifies whether to clear the contents of the main screen after a copy is made where the automatic paper feed was used	0	Do not clear
		1	Clear
4, 3, 2, 1, 0		00000	* Do not change these bits.

---

# *Appendix*

---

# 10

# 10.1 Specifications

## Di2010f/Di2510f/Di3010f/Di3510f

Specification	
Type	Desktop
Platen	Fixed platen (mirror scanning)
Photo conductor	OPC
Copying system	Digital laser copying
Developing system	MTHG developing method
Fusing system	Heat-roller-fixing system
Resolution	600 dpi
Document	Types: Sheets, books Size: Maximum Ledger L (11 × 17 L), Weight: 6-1/2 lbs.
Paper types	Plain paper (15 to 24 lbs.), recycled paper (15 to 24 lbs.) Specialty Paper*: thick paper (24-1/4 to 55-3/4 lbs.) overhead projector transparencies, postcards, envelopes, label sheets Can only be fed through the multiple bypass tray. * Specialty paper can only be used with the multiple bypass tray.
Paper sizes	<1st paper drawer, 2nd paper drawer> In inch: Ledger L (11 × 17 L), 10 × 15 L, Legal L (8-1/2 × 14 L), Letter L/C, 5-1/2 × 8-1/2 L, 8-1/2 × 13 L In metric: A3 L, B4 L, A4 L/C, B5 L/C Multiple bypass tray: Ledger L (11 × 17 L), 10 × 15 L, Legal L (8-1/2 × 14 L), Letter L/C, 8 × 10-1/2 L, 10 × 8 L/C, Exective L/C, 5-1/2 × 8-1/2 L/C (Width: 3-1/2 to 11-3/4 in., Length: 5-1/2 to 17 in.)
Paper capacity	<1st paper drawer, 2nd paper drawer> Plain paper, recycled paper: 500 sheets each. (21 lbs.) Multiple bypass tray: Plain paper, recycled paper: 150 sheets (21 lbs.) Specialty paper (thick paper overhead projector transparencies, postcards, envelopes, label sheets): 50 sheets Envelopes: 10 sheets
Warm-up time	Less than 17 seconds when the power switch is on, less than 15 seconds when the sub power switch is on. (at room temperature (73°F))
First copy	Di3510f Less than 4.8 seconds (for Letter C paper loaded into the 1st drawer) Di3010f/Di2510f/Di2010f Less than 5.3 seconds (for Letter C paper loaded into the 1st drawer)

Specification	
Copy speed	Di3510f For Letter C paper loaded into the 1st drawer: 35 sheets/min. (Letter C) Di3010f For Letter C paper loaded into the 1st drawer: 30 sheets/min. (Letter C) Di2510f For Letter C paper loaded into the 1st drawer: 25 sheets/min. (Letter C) Di2010f For Letter C paper loaded into the 1st drawer: 20 sheets/min. (Letter C)
Magnification ratios	Full size: $\times 1.000$ Enlargement ratios: $\times 1.214$ , $\times 1.294$ , $\times 1.545$ and $\times 2.000$ Reduction ratios: $\times 0.785$ , $\times 0.733$ , $\times 0.647$ , $\times 0.500$ , minimal ( $\times 0.930$ ) Zoom ratios: $\times 0.250$ to $\times 4.000$ (in $\times 0.001$ increments)
Multiple copies	1 to 999 sheets (Di3510f) 1 to 99 sheets (Di2010f, Di2510f, Di3010f)
Density control	Automatic, manual and photo manual
Image loss	Leading edge: 0.16 in.; Trailing edge: 0.16 in.; Rear edge: 0.16 in.; Front edge: 0.16 in.
Power requirements	120-127 V: Less than 11.5 A+10% 60 Hz
Power consumption	Less than 1340 W + 10%
Dimensions	26-3/4 in. (width) $\times$ 28 in. (depth) $\times$ 28-1/4 in. (height)
Memory	M256-2 (US, Canada: Standard, Others: Optional)
Weight	163 lbs.



## Duplexing Document Feeder AFR-19

Specification	
Document feed methods	Standard method: Single-sided and double-sided documents "Mixed Orig Detection" function: Various sizes of single-sided and double-sided documents
Document paper type	Standard method: Plain paper <ul style="list-style-type: none"> <li>Single-sided: 9-1/4 to 34 lbs.</li> <li>Double-sided: 13-1/4 to 34 lbs.</li> </ul> This is also true for the FAX mode "Mixed Orig Detection" function: Plain paper (13-1/4 to 34 lbs.)
Document paper size	Plain paper: Ledger L (11 × 17 L), Legal L (8-1/2 × 14 L), Letter L/C (8-1/2 × 11 L/C), Invoice L (5-1/2 × 8-1/2 L) Mixed document sizes: Refer to the table below.
Capacity of document feeder	Maximum 80 sheets (21 lbs.)
Power requirements	Supplied by main unit
Power consumption	Less than 48 W
Dimensions	23 in. (width) × 22 in. (depth) × 5-3/4 in. (height)
Weight	Less than 20-3/4 lbs.

## Mixed Width Document Sizes

Maximum Document Width		11 in.		8-1/2 in.			5-1/2 in.
Mixed Width Document Detection		11 × 17 L	Letter C	Legal L	Letter L	8-1/2 × 5-1/2 C	8-1/2 × 5-1/2 L
11 in.	11 × 17 L	○	○	—	—	—	—
	Letter C	○	○	—	—	—	—
8-1/2 in.	Legal L	○	○	○	○	○	—
	Letter L	○	○	○	○	○	—
	8-1/2 × 5-1/2 C	—	—	○	○	○	—
5-1/2 in.	8-1/2 × 5-1/2 L	—	—	—	—	—	○

○: Copying possible

—: Copying not possible

Duplex Unit AD-16

Specification	
Paper type	Plain paper, recycled paper (15 to 24 lbs.).
Paper size	Ledger L (11 × 17 L), Legal L (8-1/2 × 14 L), Letter L/C, 5-1/2 × 8-1/2 L
Power requirements	Supplied by main unit
Power consumption	Less than 10 W
Dimensions	3-1/2 in. (width) × 16-1/2 in. (depth) × 14 in. (height)
Weight	About 4-3/4 lbs.

Switch back Unit SB-1

Specification	
Paper type	Plain paper recycled paper (15 to 24 lbs.)
Paper size	Ledger L (11 × 17 L), 10 × 15 L, Legal L (8-1/2 × 14 L), Letter L/C, 5-1/2 × 8-1/2 L
Power requirements	Supplied by main unit
Power consumption	Less than 15 W
Dimensions	13-1/4 in. (width) × 19 in. (depth) × 5-3/4 in. (height)
Weight	About 3-3/4 lbs.

Paper Feed Cabinet PF-124

Specification	
Paper type	Plain paper (15 to 24 lbs.), recycled paper (16 to 24 lbs.)
Paper size	Ledger L (11 × 17 L), 11 × 14 L, Legal L (8-1/2 × 14 L), Letter C (8-1/2 × 11 C), Letter L (8-1/2 × 11 L), 8 × 10-1/2
Paper capacity	500 sheets (21 lbs.)
Power requirements	Supplied by main unit
Power consumption	Less than 15 W
Dimensions	22-1/2 in. (width) × 21-1/2 in. (depth) × 10-1/4 in. (height)
Weight	About 48-1/2 lbs.

**2Way Paper Feed Cabinet PF-210**

Specification	
Paper type	Plain paper (15 to 24 lbs.), recycled paper (15 to 24 lbs.)
Paper size	Ledger L (11 × 17 L), Legal L (8-1/2 × 14 L), Letter L/C, 5-1/2 × 8-1/2 L, 8-1/2 × 13 L
Paper capacity	500 sheets × 2 drawers (21 lbs.)
Power requirements	Supplied by main unit
Power consumption	Less than 15 W
Dimensions	22-1/2 in. (width) × 21-1/2 in. (depth) × 10-1/4 in. (height)
Weight	About 59-1/2 lbs.

**Large Capacity Cabinet PF-122**

Specification	
Paper type	Plain paper (15 to 24 lbs.)
Paper size	Letter C (8-1/2 × 11 C)
Paper capacity	2,500 sheets (21 lbs.)
Power requirements	Supplied by main unit
Power consumption	Less than 45 W
Dimensions	22-1/2 in. (width) × 22-1/4 in. (depth) × 10-1/4 in. (height)
Weight	About 57-1/4 lbs.

**Built in Finisher FN-117**

Specification	
Output trays	1st drawer, 2nd drawer
Settings	Normal functions: "Non-sort", "Sort", "Sort"/"Staple", "Group" and "Saddle Staple" settings Hole-punch functions: "Non-sort"/"Punch", "Sort"/"Punch" and "Sort"/"Staple"/"Punch" settings
Paper type	Plain paper, recycled paper (15 to 24 lbs.) Thick paper (24-1/4 to 55-3/4 lbs.), Postcard Envelopes, overhead projector transparencies, label sheets.
Paper size	Ledger L (11 × 17 L), Legal L (8-1/2 × 14 L), Letter C (8-1/2 × 11 C), Letter L (8-1/2 × 11 L), 5-1/2 × 8-1/2 L/C
Paper capacity	1st drawer Plain paper (15 to 24 lbs.): (Letter L or smaller) Maximum 200 sheets Thick paper postcards, envelopes, overhead projector transparencies and label sheets: Maximum 20 sheets 2nd drawer Plain paper (15 to 24 lbs.): (Letter L or smaller) Maximum 1,000 sheets (Legal or larger) Maximum 500 sheets Thick paper, postcards, envelopes, overhead projector transparencies and label sheets: Maximum 20 sheets
"Staple" setting	Densely printed paper: 2 to 50 sheets
"Punch" setting (option)	Number of punched holes: 2/3
Power requirements	Supplied by main unit
Power consumption	Less than 66 W
Dimensions	12-1/2 (17) in. (width) × 21-3/4 in. (depth) × 22-3/4 in. (height) (The values within parentheses are the measurements with a media tray installed.)
Weight	About 47-1/4 lbs. (including the horizontal transport unit)
Accessories	1 staple cartridge MS-5D (5,000 staples)

**Additional Bin Kit AK-1**

Specification	
Number of bins	1 Bin
Paper capacity	Plain paper (15 to 24 lbs.): Maximum 200 sheets postcards, envelopes, overhead projector transparencies, label sheets: Maximum 20 sheets
Dimensions	11 in. (width) × 14-1/2 in. (depth) × 2-1/4 in. (height)
Weight	About 1-1/2 lbs.

**Mail Bin Kit MK-1**

Specification	
Number of bins	4 Bins
Paper type	Plain paper, recycled paper (15 to 24 lbs.)
Paper size	Letter C (8-1/2 × 11 C), 5-1/2 × 8-1/2
Paper capacity	Maximum 125 sheets (21 lbs.) × 4
Dimensions	24-1/2 in. (width) × 21-1/4 in. (depth) × 17 in. (height)
Weight	About 17-3/4 lbs. (unit weight), less than 26-1/2 lbs. (gross weight)
Power requirements	Supplied by finisher

**Punch Kit PK-6**

Specification	
Number of punched holes	2 Holes, 3 Holes
Paper type	Plain paper, recycled paper (16 to 43 lbs.)
Paper size	2 Holes Ledger L (11 × 17 L), Legal L (8-1/2 × 14 L), Letter L (8-1/2 × 11 L), Letter C (8-1/2 × 11 C) 3 Holes Ledger L (11 × 17 L), Letter C (8-1/2 × 11 C)
Power requirements	Supplied by finisher
Dimensions	4-1/2 in. (width) × 18-1/4 in. (depth) × 5-1/4 in. (height)
Weight	About 4-1/4 lbs.

**Saddle Kit SK-1**

Specification	
Number of bins	1 Bin
Paper type	Plain paper, recycled paper (15 to 24 lbs.)
Paper size	Ledger L (11 × 17 L), Legal L (8-1/2 × 14 L)
Paper capacity	Plain paper (15 to 24 lbs.): 200 sheets
“Staple” setting	Densely printed paper: 2 to 15 sheets
Dimensions	17-1/2 (22-3/4) in. (width) × 8 (11) in. (depth) × 18-3/4 in. (height) (The values within parentheses are the measurements with a media tray installed.)
Weight	20-1/2 lbs.
Accessories	1 staple cartridge MS-2C (2,000 staples)
Power requirements	Supplied by finisher

Job Separator JS-203

Specification	
Number of bins	1 Bin (considering the trays of the machine as 2 bins)
Paper type	Plain paper, recycled paper (15 to 24 lbs.) Specialty paper (thick paper (24-1/4 to 55-3/4 lbs.) overhead projector transparencies, postcards, envelopes, label sheets)
Paper size	Ledger L (11 × 17 L), Legal L (8-1/2 × 14 L), Letter C (8-1/2 × 11 C), Letter L (8-1/2 × 11 L), 5-1/2 × 8-1/2 L/C
Paper capacity	JS-203 100 sheets (21 lbs.) Main unit's output tray 250 sheets (21 lbs.)
Dimensions	17-3/4 in. (width) × 17-1/2 in. (depth) × 3 in. (height)
Weight	About 3-3/4 lbs.

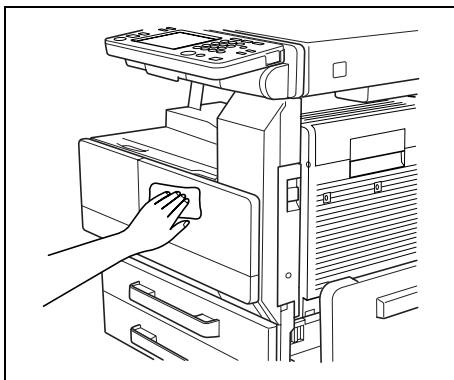
## 10.2 Care of the Machine

### Cleaning

Set the power switch of the machine to “O” before cleaning it.

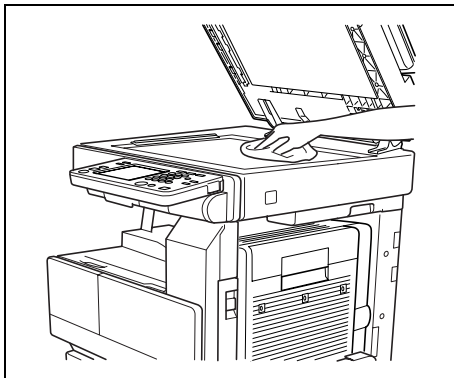
### Housing cover

- Clean the surface of the housing cover by wiping it with a soft cloth dampened with a mild household detergent.



### Original glass

- Clean the original glass by wiping it with a soft, dry cloth.



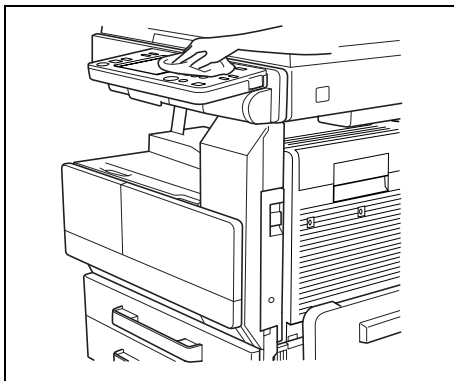
### Operation panel

- Clean the operation panel by wiping it with a soft, dry cloth.



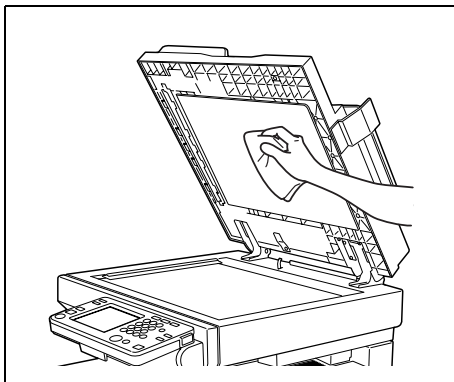
#### Note

*Pressing too hard on the operation panel or the touch panel may damage them. In addition, never use mild household detergent or glass cleaner to clean the operation panel or touch panel.*



### Original glass

- Clean the original glass by wiping it with a soft, dry cloth.





## 10.3 Function Combination Table

			1	2	3	3	3	7	9		12					18	19	20			25	26	25					
		Setting selected later	Paper					Number of copies	Zoom		Density					Orig.->Copy (Original)			Orig.->Copy (Copy)									
	Setting selected first		Auto Paper	Paper drawer (*1)	Multiple bypass tray (OHP)	Multiple bypass tray (thick paper)	Multiple bypass tray (envelopes)	Multiple bypass tray (plain paper)	Single-sided only paper	Number setting	Auto Size	Preset zoom ratios	Entered zoom ratio	X/Y Zoom	Auto	Manual setting	Text	Text/Photo	Photo	Single-Sided	Double-Sided	Book (Spreadsheet or Separation)	Book Erase	Single-Sided	Double-Sided	Single-2in1	Double-2in1	Single-4in1
1	Paper	Auto Paper	△	△	△	△	△	△	△	○	△	○	○	△	○	○	○	○	○	○	○	△	/	○	○	④	④	④
		Paper drawer (*1)	△	△	△	△	△	△	△	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	①	①	○
		Multiple bypass tray (OHP)	△	△	△	△	△	△	△	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	○	①	①	○
		Multiple bypass tray (thick paper)	△	△	△	△	/	△	△	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	①	①	○	
		Multiple bypass tray (envelopes)	△	△	△	/	△	△	△	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	①	①	○	
		Multiple bypass tray (plain paper)	△	△	△	△	△	△	△	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	①	①	○	
		Single-sided only paper	△	△	△	△	△	△	△	○	○	○	○	○	○	○	○	○	○	○	○	△	○	○	①	①	○	
		Number setting	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
9	Zoom	Auto Size	△	○	○	○	○	○	○	△	△	△	△	△	△	△	△	△	△	△	△	/	○	○	○	○	○	
		Preset zoom ratios	○	○	○	○	○	○	○	△	△	△	△	△	△	△	△	△	△	△	△	○	○	○	○	○	○	
		Entered zoom ratio	○	○	○	○	○	○	○	△	△	△	△	△	△	△	△	△	△	△	△	○	○	○	○	○	○	
12	X/Y Zoom	△	○	○	○	○	○	○	○	△	△	△	△	△	△	△	△	△	△	△	△	○	○	○	②	②	②	
	Density	Auto	○	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	△	△	△	△	△	△	△	△	
		Manual setting	○	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	△	△	△	△	△	△	△	△	
		Text	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	△	△	△	△	△	△	
		Text/Photo	○	○	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	△	△	△	△	△	△	△	
		Photo	○	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	△	△	△	△	△	△	△	△	
	Orig.-> Copy (Original)	Single-Sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	△	/	○	○	○	○	○	
		Double-Sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	△	/	○	○	○	○	○	
20		Book (Spreadsheet or Separation)	①	○	○	○	○	○	○	①	○	○	○	○	○	○	○	○	○	△	△	△	△	△	△	△	△	
		Book Erase	⑩	○	○	○	○	○	○	⑩	○	○	○	○	○	○	○	○	○	△	△	/	○	○	○	△	△	
	Orig.-> Copy (Copy)	Single-Sided	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	△	△	
		Double-Sided	○	○	①	①	①	①	○	○	○	○	○	○	○	○	○	○	○	○	△	△	△	△	△	△	△	
		Single-2in1	⑦	○	①	①	①	①	○	○	○	○	○	①	○	○	○	○	○	○	△	/	△	△	△	△	△	
		Double-2in1	⑦	○	①	①	①	①	○	○	○	○	①	○	○	○	○	○	○	○	△	△	△	△	△	△	△	
		Single-4in1	⑦	○	①	①	①	①	○	○	○	○	①	○	○	○	○	○	○	○	△	/	△	△	△	△	△	
		Double-4in1	⑦	○	①	①	①	①	○	○	○	○	①	○	○	○	○	○	○	○	△	△	△	△	△	△	△	
		Booklet Creation	⑦	○	①	①	①	①	○	○	○	○	①	○	○	○	○	○	○	○	△	/	△	△	△	△	△	
		Mixed Orig Detection	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	▲	○	⑤	⑤	○	▲	①	①	
		Original Orientation (*a)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	/	○	○	○	○	○	
		Margin (*a)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	△	/	○	○	○	○	○	
	Finishing	Non-Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
		Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
		Group	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
		Staple	○	○	①	①	①	①	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
		Hole Punch	○	○	①	○	①	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
		Center Staple (+ Booklet Creation)	○	○	①	①	①	①	⑦	○	○	○	○	⑦	○	○	○	○	○	○	○	/	△	△	△	△	△	
		Crease (+ Booklet Creation)	○	○	①	①	①	①	⑦	○	○	○	○	⑦	○	○	○	○	○	○	○	△	/	△	△	△	△	

			26	29	30	32	34	35	36	37	38	54	55	39	40	41	41	43	44	46	47	48		50		
		Setting selected later	Finishing										Auxiliary													
	Setting selected first		Double-4in1	Booklet Creation	Mixed Orig Detection	Original Orientation (*b)	Margin (*b)	Non-Sort	Sort	Group	Staple	Hole Punch	Center Staple (+ Booklet Creation)	Crease (+ Booklet Creation)	File Margin	Edge/Frame Erase	Page Insertion	Cover Mode	OHP Interleaving	Image Repeat	Separate Scan	Distribution #	Watermark	Black-White Reverse	Format Printing	Interrupt
1	Paper	Auto Paper	(4)	(4)	O	O	O	O	O	O	O	O	O	O	O	O	O	O	△	△	O	O	O	O	O	O
		Paper drawer (*1)	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	△	△	O	O	O	O	O	O
		Multiple bypass tray (OHP)	(1)	(1)	O	O	O	O	O	O	(1)	(1)	(1)	(1)	O	O	O	O	△	△	O	O	O	O	O	O
		Multiple bypass tray (thick paper)	(1)	(1)	O	O	O	O	O	O	(1)	(1)	(1)	(1)	O	O	O	O	△	△	O	O	O	O	O	O
		Multiple bypass tray (envelopes)	(1)	(1)	O	O	O	O	O	O	(1)	(1)	(1)	(1)	O	O	O	O	△	△	(6)	(6)	(6)	(6)	(6)	(6)
		Multiple bypass tray (plain paper)	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	△	△	O	O	O	O	O	O
		Single-sided only paper	(1)	(1)	O	O	O	O	O	O	O	O	(1)	(1)	O	O	O	O	O	O	O	O	O	O	O	O
	Number of copies	Number setting	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	△	△	O	O	O	O	O	O
9	Zoom	Auto Size	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	△	△	O	O	O	O	O
		Preset zoom ratios	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
		Entered zoom ratio	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
12		X/Y Zoom	(2)	(2)	O	O	O	O	O	O	O	(1)	(1)	O	O	O	O	O	O	O	O	O	O	O	O	O
	Density	Auto	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
		Manual setting	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
		Text	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
		Text/Photo	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
		Photo	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Orig.> Copy (Original)	Single-Sided	O	O	▲	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
		Double-Sided	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
20		Book (Spreadsheet or Separation)	△	△	(6)	—	—	O	O	O	O	(1)	(1)	(1)	(1)	(1)	(1)	(1)	△	△	O	O	O	O	O	O
		Book Erase	△	△	(6)	—	—	O	O	O	O	(1)	(1)	(1)	(1)	(1)	(1)	(1)	△	△	O	O	O	O	O	O
	Orig.> Copy (Copy)	Single-Sided	△	△	O	O	O	O	O	O	O	(1)	(1)	(1)	O	O	O	O	O	O	O	O	O	O	O	O
		Double-Sided	△	△	▲	O	O	O	O	O	O	(1)	(1)	(1)	O	O	O	O	△	△	O	O	O	O	O	O
		Single-2in1	△	△	(1)	O	O	O	O	O	O	(1)	(1)	(1)	O	O	O	(1)	O	△	△	O	O	O	O	O
		Double-2in1	△	△	(1)	O	O	O	O	O	O	(1)	(1)	(1)	O	O	O	(1)	O	△	△	O	O	O	O	O
		Single-4in1	△	△	(1)	O	O	O	O	O	O	(1)	(1)	(1)	O	O	O	(1)	O	△	△	O	O	O	O	O
		Double-4in1	△	△	(1)	O	O	O	O	O	O	(1)	(1)	(1)	O	O	O	(1)	O	△	△	O	O	O	O	O
		Booklet Creation	△	△	(1)	O	O	O	O	(8)	(1)	O	O	O	O	(1)	(1)	(1)	△	△	O	O	O	O	O	O
		Mixed Orig Detection	(1)	(1)	O	O	O	O	O	O	O	(1)	(1)	(1)	O	O	O	(1)	△	△	O	O	O	O	O	O
		Original Orientation (*a)	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
		Margin (*a)	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	△	△	O	O	O	O	O	O
	Finishing	Non-Sort	O	O	O	O	O	△	△	(3)	(3)	O	O	O	O	O	O	O	O	O	(3)	O	O	O	O	O
		Sort	O	O	O	O	△	△	△	△	△	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
		Group	O	O	O	O	△	△	△	△	△	(3)	O	O	O	O	O	O	O	O	(3)	O	O	O	O	O
		Staple	O	(1)	O	O	△	O	O	O	O	(1)	(1)	(1)	O	O	O	O	(1)	△	△	O	O	O	O	O
		Hole Punch	O	(1)	O	O	O	O	O	O	O	(1)	(1)	(1)	O	O	O	O	(1)	△	△	O	O	O	O	O
		Center Staple (+ Booklet Creation)	△	△	(1)	O	O	(1)	O	(1)	—	(1)	O	O	O	O	(1)	(1)	(1)	△	△	O	O	O	O	O
		Crease (+ Booklet Creation)	△	△	(1)	O	O	O	O	O	—	(1)	O	O	O	O	(1)	(1)	(1)	△	△	O	O	O	O	O

			1	2	3	3	3	7	9		12					18	19	20			25	26	25				
		Setting selected later	Paper						Number of copies	Zoom		Density			Orig.->Copy (Original)			Orig.->Copy (Copy)									
Setting selected first			Auto Paper	Paper drawer (*1)	Multiple bypass tray (OHP)	Multiple bypass tray (thick paper)	Multiple bypass tray (envelopes)	Multiple bypass tray (plain paper)	Single-sided only paper	Auto Size	Preset zoom ratios	Entered zoom ratio	X/Y Zoom	Auto	Manual setting	Text	Text/Photo	Photo	Single-Sided	Double-Sided	Book (Spreadsheet or Separation)	Book Erase	Single-Sided	Double-Sided	Single-2in1	Double-2in1	Single-4in1
Auxiliary	File Margin		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Edge/Frame Erase		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	①	⑤	○	○	○	○	○
	Page Insertion		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	①	⑤	○	○	○	①	①
	Cover Mode		○	○	○	○	①	①	○	○	○	○	○	○	○	○	○	○	○	○	①	⑤	○	○	○	①	①
43	OHP Interleaving		①	①	①	①	①	①	①	—	○	○	○	○	○	○	○	○	○	○	①	⑤	○	○	①	①	①
44	Image Repeat		①	①	○	○	⑤	○	○	○	①	○	○	○	○	○	○	○	○	○	①	⑤	○	○	①	①	①
	Separate Scan		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
47	Distribution #		○	○	○	○	⑤	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Watermark		○	○	○	○	⑤	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Black-White Reverse		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Format Printing		○	○	○	○	⑤	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Interrupt		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

			26	29	30		32	34	35	36	37	38	54	55	39	40	41	41	43	44	46	47	48	50						
		Setting selected later													Finishing						Auxiliary									
	Setting selected first		Double-4in1	Booklet Creation	Mixed Orig Detection	Original Orientation (b)	Margin (b)	Non-Sort	Sort	Group	Staple	Hole Punch	Center Staple (+ Booklet Creation)	Crease (+ Booklet Creation)	File Margin	Edge/Frame Erase	Page Insertion	Cover Mode	OHP Interleaving	Image Repeat	Separate Scan	Distribution #	Watermark	Black-White Reverse	Format Printing	Interrupt				

## Function combination codes

- : The functions can be combined.
- : The functions cannot be combined. Later functions cannot be set.
- △: The function set last has priority. No warning message will appear. The function set first will be cancelled.
- ▲: When making double-sided copies from single-sided documents, later functions cannot be set and a warning message appears.
- \ : This is not a satisfactory combination since the first function is cancelled when other required simultaneous settings are specified. In addition, the other simultaneous settings are required for the setting selected later.

- ①: The function set first has priority. A warning message will appear. Later functions cannot be set.
- ②: The “Auto Size” Zoom setting is selected.
- ③: The “Sort” setting is automatically selected.
- ④: The zoom setting specified using the “Multiple-in-1 and Booklet Copy Zoom” function on the User’s Choice screen is recalled.
- ⑤: The function selected first is not performed.
- ⑥: The function selected later is not performed.
- ⑦: The zoom setting specified using the “Multiple-in-1 and Booklet Copy Zoom” function on the User’s Choice screen is recalled.
- ⑧: The “2-Point Staple” setting is automatically changed to the “Center Staple” setting. The “Corner Staple” setting cannot be selected.
- ⑨: These functions cannot be selected if the document is fed through the duplexing document feeder. The function set first has priority. No warning message will appear. The function selected later is not performed.
- ⑩: These functions cannot be selected if the document is fed through the duplexing document feeder. The function set later has priority. No warning message will appear. The function selected first is not performed.
- ⑪: The setting changes according to the setting specified from the User’s Choice screen.
- ⑫: The settings can be specified, but the function selected first is not performed.
- ⑬: The settings can be specified, but the function selected later is not performed.
- ⑭: This setting cannot be selected since the “Booklet Creation” setting is not selected.

- \*a: The function selected first is not performed if documents of mixed sizes are being copied.
- \*b: The function selected later is not performed if documents of mixed sizes are being copied.
- ⑰: This setting cannot be selected since the “Booklet Creation” setting is selected.
- ⑱: This setting cannot be selected since the “Book” setting is selected.
- ⑲: This setting cannot be selected since the “Book” setting cannot be selected.
- : A warning message should appear.
- : The settings can be selected, but either the function will automatically be cancelled or the function is not performed.

## 10.4 Paper Size and Zoom Ratio Tables

### Paper Sizes

Paper Format	Metric Size	English Size
A3 Wide	311 mm × 457 mm	12-1/4 in. × 18 in.
A3	297 mm × 420 mm	11-3/4 in. × 16-1/2 in.
A4	210 mm × 297 mm	8-1/4 in. × 11-3/4 in.
A5	148 mm × 210 mm	5-3/4 in. × 8-1/4 in.
A6	105 mm × 148 mm	4-1/4 in. × 5-3/4 in.
B4	257 mm × 364 mm	10 in. × 14-1/4 in.
B5	182 mm × 257 mm	7-1/4 in. × 10 in.
B6	128 mm × 182 mm	5 in. × 7-1/4 in.

Paper Format		English Size	Metric Size
Ledger		11 in. × 17 in.	279 mm × 432 mm
11 in. × 14 in.		11 in. × 14 in.	279 mm × 356 mm
Computer		10-1/8 in. × 14 in.	257 mm × 356 mm
10 in. × 14 in.		10 in. × 14 in.	254 mm × 356 mm
9-1/4 in. × 14 in.		9-1/4 in. × 14 in.	236 mm × 356 mm
Legal		8-1/2 in. × 14 in.	216 mm × 356 mm
Foolscap	Government Legal	8-1/2 in. × 13 in.	216 mm × 330 mm
Foolscap		8 in. × 13 in.	203 mm × 330 mm
Foolscap		8-2/3 in. × 13 in.	220 mm × 330 mm
Foolscap	Folio	8-1/4 in. × 13 in.	210 mm × 330 mm
8-1/4 in. × 11-3/4 in.		8-1/4 in. × 11-3/4 in.	210 mm × 301 mm
Letter		8-1/2 in. × 11 in.	216 mm × 279 mm
Government Letter		8 in. × 10-1/2 in.	203 mm × 267 mm
Quarto		8 in. × 10 in.	203 mm × 254 mm
Statement	Invoice	5-1/2 in. × 8-1/2 in.	140 mm × 216 mm
4 in. × 6 in.		4 in. × 6 in.	102 mm × 152 mm

## Zoom Ratios

Metric Sizes		
Document Paper Size	Desired Paper Size	Zoom Ratio
A3 297 mm × 420 mm 11-3/4 in. × 16-1/2 in.	A4	× 0.707
	A5	× 0.500
	B4	× 0.866
	B5	× 0.610
A4 210 mm × 297 mm 8-1/4 in. × 11-3/4 in.	A5	× 0.707
	A6	× 0.500
	B5	× 0.866
	B6	× 0.610
	A3	× 1.414
A5 148 mm × 210 mm 5-3/4 in. × 8-1/4 in.	B4	× 1.224
	A6	× 0.707
	B6	× 0.866
	A4	× 1.414
	A3	× 2.000
	B4	× 1.733
A6 105 mm × 148 mm 4-1/4 in. × 5-3/4 in.	B5	× 1.224
	A4	× 2.000
	A5	× 1.414
	B5	× 1.733
B4 257 mm × 364 mm 10 in. × 14-1/4 in.	B6	× 1.224
	A4	× 0.816
	A5	× 0.577
	B5	× 0.707
	B6	× 0.500
B5 182 mm × 257 mm 7-1/4 in. × 10 in.	A3	× 1.154
	A5	× 0.816
	A6	× 0.577
	B6	× 0.707
	A3	× 1.640
	A4	× 1.154
	B4	× 1.414



B6 128 mm × 182 mm 5 in. × 7-1/4 in.	A6	× 0.816
	A4	× 1.640
	A5	× 1.154
	B4	× 2.000
	B5	× 1.414

English Sizes		
Document Paper Size	Desired Paper Size	Zoom Ratio
Ledger 11 in. × 17 in. 279.4 mm × 431.8 mm	11 in. × 14 in.	× 0.823
	Legal	× 0.722
	Foolscap	× 0.764
	Letter	× 0.647
	Invoice	× 0.500
11 in. × 15 in. 279.4 mm × 381 mm	11 in. × 14 in.	× 0.933
	Legal	× 0.772
	Foolscap	× 0.772
	Letter	× 0.733
	Invoice	× 0.500
11 in. × 14 in. 279.4 mm × 355.6 mm	Legal	× 0.772
	Foolscap	× 0.772
	Letter	× 0.772
	Invoice	× 0.500
Legal 8-1/2 in. × 14 in. 215.9 mm × 355.6 mm	Foolscap	× 0.928
	Letter	× 0.785
	Invoice	× 0.607
	11 in. × 17 in.	× 1.214
Foolscap 8-1/2 in. × 13 in. 215.9 mm × 330.2 mm	Letter	× 0.846
	Invoice	× 0.647
	11 in. × 17 in.	× 1.294
	11 in. × 14 in.	× 1.076
Letter 8-1/2 in. × 11 in. 215.9 mm × 279.4 mm	Invoice	× 0.647
	11 in. × 17 in.	× 1.294
	11 in. × 14 in.	× 1.272

Invoice 5-1/2 in. × 8-1/2 in. 139.7 mm × 215.9 mm	11 in. × 17 in.	× 2.000
	11 in. × 14 in.	× 1.647
	Legal	× 1.545
	Foolscap	× 1.529
	Letter	× 1.294

Zoom ratio = Paper size/Document size

1 in. (inch) = 25.4 mm

1 mm = 0.0394 in. (inch)

## 10.5 Consumables

In order to maintain the condition of this machine, the following consumables are needed.

For best copy quality, we recommend that the specified supplies be used.

For information on or for purchasing supplies, contact your nearest technical representative.

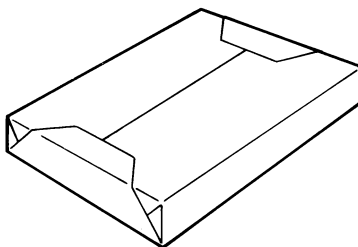
### Paper

In addition to plain paper, thick paper and overhead projector transparencies are also available.



#### Note

*In order to protect unwrapped paper from humidity, keep it in a plastic bag and stored in a cool, dark location.*



### Toner Bottle

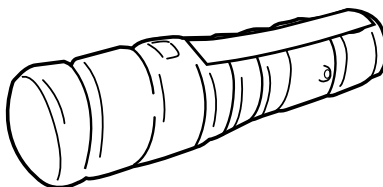
Toner is the black powder used to create the text and lines.



#### Note

*Only use toner that has been manufactured specifically for this machine.*

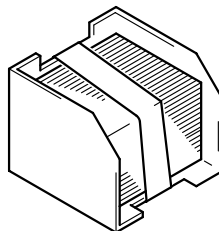
*Do not throw away the used toner cartridges. Instead, keep them in their boxes to be collected by your service representative.*



**Staple Cartridges****MS-5D for the finisher**

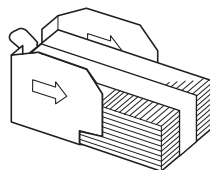
Staples for staple binding

5,000 staples are provided in the staple cartridge.

**MS-2C for the saddle kit**

Staples for staple binding

2,000 staples are provided in the staple cartridge.



## 10.6 Should Power Failure Occurs

This section describes what action to be taken in case of a power failure.

### **Documents in Memory are Retained for about 12 Hours.**

The Documents transmitted or received and stored in memory are retained for about 12 hours in the case of power failure (provided that the power to the machine has been ON for about 24 hours prior to the power failure). After the 12-hour period, such data may be lost. If any documents are lost due to power failure, a Memory Clear Report will be automatically printed as soon as power is recovered. It shows the numbers and destinations of the documents that have been lost.

### **Programmed Settings are Retained.**

The settings made in one-touch dialing keys and others are retained regardless of the period of power failure. There is no need of reprogramming the setting.

### **Telephone Cannot be Used.**

No telephone call can be made during power failure or when power is OFF.

Call can, however, be received if the machine is equipped with an Extra Telephone Set.

If an Extra Telephone Set that is usable even during power failure is connected, it can be used for making and receiving calls.

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***Index***

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**11**

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